



**BOARD OF DIRECTORS AGENDA**

**REGULAR MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, May 6, 2025**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**
- 2. ROLL CALL OF THE BOARD MEMBERS**  
Dave Davis (Chair), David Tabor (Vice Chair), Jen Lemberger (Secretary), Paula Perotte (Director), Arjun Sarkar (Director), Alberto Lapuz (Director), Monica Solórzano (Director).
- 3. REPORT REGARDING THE POSTING OF THE AGENDA**

**CONSENT CALENDAR**

- 4. APPROVAL OF PRIOR MINUTES – (ACTION MAY BE TAKEN)**  
The Board of Directors will be asked to review and approve the draft minutes for the regular meeting of April 15, 2025, and the special meeting of April 29, 2025.
- 5. CASH REPORTS – (ACTION MAY BE TAKEN)**  
The Board of Directors will be asked to review and approve the Cash Reports from April 5, 2025 through April 25, 2025.

**THIS CONCLUDES THE CONSENT CALENDAR**

- 6. PUBLIC COMMENT**  
Members of the public may address the Board of Directors on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk a “Request to Speak” form that includes both a description of the subject you wish to address and, if applicable, the agenda item number for which you would like to comment. Additional public comment will be allowed during each agenda item, including closed session items. Forms are available at [www.sbmttd.gov](http://www.sbmttd.gov) and at MTD Administrative offices.
- 7. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) – (ACTION MAY BE TAKEN)**  
Property: 4678 Calle Real / 149 North San Antonio Road.  
Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons.  
Negotiating Parties: Con/Am Group.  
Under Negotiation: Price and terms of payment.

## BOARD OF DIRECTORS AGENDA

### **PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM WILL BE ALLOWED BEFORE THE RECESS**

- 8. FINANCIAL UPDATE & THIRD QUARTER REVIEW OF FISCAL YEAR 2024-25 – (INFORMATIONAL - ATTACHMENT)**  
Staff recommends that the Board of Directors receive a presentation regarding the financial report for the Santa Barbara Metropolitan Transit District third quarter of fiscal year 2024-25, for the period of July 1, 2024, through March 31, 2025.
- 9. COMMERCIAL PROPERTY INSURANCE RENEWAL – (ACTION MAY BE TAKEN)**  
Staff recommends that the Board of Directors authorize MTD staff to bind coverage and renew Property insurance with AGCS Marine Insurance Company, effective May 24, 2025, through May 24, 2026, in the amount not to exceed \$47,952.
- 10. EXCESS WORKERS' COMPENSATION INSURANCE RENEWAL – (ACTION MAY BE TAKEN)**  
Staff recommends that the Board of Directors authorize renewal of Excess Workers' Compensation insurance (EWC) with current coverage through Public Risk Innovation, Solutions, and Management (PRISM) with a Self-Insured Retention (SIR) of \$250,000, for the deposit premium in the amount not to exceed \$246,000 effective July 1, 2025 - July 1, 2026.
- 11. STAFF EMPLOYEE HANDBOOK UPDATE FOR EMPLOYEES NOT REPRESENTED BY A COLLECTIVE BARGAINING AGREEMENT – (ACTION MAY BE TAKEN)**  
Staff recommends that the Board of Directors approve amendments and updates (discussed below) to the Staff Employee Handbook ("Handbook"), specific to four areas pertaining to personnel rules and regulations, for compliance with federal and state laws.

### **9:15 A.M. TIME CERTAIN – AB 2561 STATUS OF VACANCIES REPORT**

- 12. AB 2561 VACANCY RATE REPORTING: ANNUAL REPORT – (ACTION MAY BE TAKEN)**  
Staff recommends that the Board hold a public hearing in accordance with AB 2561 (2023-2024) and accept and file the staffing/vacancy report.

### **9:30 A.M. TIME CERTAIN – FFY 2026 49 USC §5307 PROGRAM OF PROJECTS AND ANNUAL SERVICE PLAN**

- 13. SERVICE PLAN FOR FY 2025-26 – (ACTION MAY BE TAKEN)**  
Staff recommends that the Board of Directors receive a presentation on the draft final service plan for FY 2025-26, and approve the proposed service level for FY 2025-26 of 180,787 revenue hours. The service plan serves as the Program of Projects (POP) for the estimated MTD FFY 2026 Section 5307 funding.
- 14. IDENTIFICATION OF DESIGNATED REPRESENTATIVES FOR UPCOMING LABOR NEGOTIATIONS WITH ALL BARGAINING UNITS – (ACTION MAY BE TAKEN)**  
Staff recommends that the Board of Directors designate General Manager Jerry Estrada and Chief Operating Officer/AGM Mary Gregg as the Agency-Designated Representatives for upcoming labor negotiations.
- 15. GENERAL MANAGER'S REPORT – (INFORMATIONAL)**  
The General Manager will report on District activities.

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.

<b>BOARD OF DIRECTORS AGENDA</b>
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**16. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)**

The Board will report on other related public transit issues and committee meetings.

**17. RECESS TO CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE §54957.6)– (ACTION MAY BE TAKEN)**

Agency-Designated Representatives: General Manager Jerry Estrada; Chief Operating Officer/ AGM Mary Gregg.

Employee Organization: International Brotherhood of Teamsters Union, Local 186.

**PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM WILL BE ALLOWED BEFORE THE RECESS**

**18. ADJOURNMENT**

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.





**BOARD OF DIRECTORS DRAFT MINUTES**

**REGULAR MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, April 15, 2025**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**  
Chair Davis called the meeting to order at 8:30 A.M.
- 2. ROLL CALL OF THE BOARD MEMBERS**  
Chair Davis reported that all members were present with the exception of Secretary Lemberger and Director Solórzano.
- 3. REPORT REGARDING THE POSTING OF THE AGENDA**  
Steve Maas, Interim Clerk of the Board/Executive Assistant reported that the agenda was posted on Friday, April 11, 2025, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

**CONSENT CALENDAR**

- 4. APPROVAL OF PRIOR MINUTES – (ACTION MAY BE TAKEN)**  
The Board of Directors were asked to review and approve the draft minutes for the regular meeting of April 1, 2025.
- 5. CASH REPORTS – (ACTION MAY BE TAKEN)**  
The Board of Directors were asked to review and approve the Cash Reports from March 22, 2025 through April 4, 2025.

There was no public comment. Vice Chair Tabor moved to approve the consent calendar. Director Sarkar seconded the motion. The consent calendar was approved unanimously with two absent.

**THIS CONCLUDES THE CONSENT CALENDAR**

- 6. PUBLIC COMMENT**  
There was no public comment.

## BOARD OF DIRECTORS DRAFT MINUTES

Secretary Lemberger arrived at 8:32.

**7. SB125 FUNDING AGREEMENT – (ACTION MAY BE TAKEN - ATTACHMENT)**

Staff recommended that the Board of Directors authorize the General Manager to sign the Allocation of SB 125 Transit Program Funding Grant Agreement with the Santa Barbara Association of Governments (SBCAG) to receive \$21,440,915, in Capital grant funding from the State of California. There was no public comment. Vice Chair Tabor moved to approve the staff recommendation. Director Lapuz seconded the motion. The consent calendar was approved unanimously with one absent.

Director Solórzano arrived at 8:35.

**8. GENERAL MANAGER’S REPORT – (INFORMATIONAL)**

General Manager Estrada reported on the upcoming launch of MTD’s new microtransit on-demand service “The Wave.”

**9. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)**

Chair Davis congratulated Director Perotte on her presentation at the Santa Barbara South Coast Chamber of Commerce “State of the City - From Goleta to Carpinteria 2025” event.

**10. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) – (ACTION MAY BE TAKEN)**

Property: 4678 Calle Real / 149 North San Antonio Road.

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons.

Negotiating Parties: Con/Am Group.

Under Negotiation: Price and terms of payment.

No public comments were made related to the Closed Session.

Chair Davis recessed the Board to Closed Session at 8:38 A.M.

The Board reconvened from Closed Session at 9:33 A.M.

Chair Davis reported no action was taken.

**11. ADJOURNMENT**

Chair Davis adjourned the meeting at 9:34 A.M.

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



**BOARD OF DIRECTORS DRAFT MINUTES**

**SPECIAL MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, April 29, 2025**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

**1. CALL TO ORDER**

Chair Davis called the meeting to order at 8:30 A.M.

**2. ROLL CALL OF THE BOARD MEMBERS**

Chair Davis reported that all members were present with the exceptions of Secretary Lemberger, Director Perotte, and Director Sarkar.

**3. REPORT REGARDING THE POSTING OF THE AGENDA**

Steve Maas, Interim Clerk of the Board/Executive Assistant reported that the agenda was posted on Thursday, April 24 27, 2025, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

**4. PUBLIC COMMENT**

There was no public comment.

**5. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)**

No other business or reports were given.

Secretary Lemberger arrived at 8:32.

**6. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) – (ACTION MAY BE TAKEN)**

*Property: 4678 Calle Real / 149 North San Antonio Road.*

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons.

Negotiating Parties: Con/Am Group.

Under Negotiation: Price and terms of payment.

Mr. Thomas Elliott, the President of the Forte Ranch Home Owners' Association, made a public comment related to the Closed Session.

Chair Davis recessed the Board to Closed Session at 8:40 A.M.

The Board reconvened from Closed Session at 9:06 A.M.

Chair Davis reported no action was taken.

**7. ADJOURNMENT**

Chair Davis adjourned the meeting at 9:06 A.M.





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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of May 6, 2025**  
**For the Period April 5, 2025 through April 25, 2025**

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**MONEY MARKET**

**Beginning Balance April 5, 2025** **\$1,582,499.52**

Accounts Receivable	480,317.54
Passenger Fares	166,755.74
Prepays & Advertising	8,236.24
Interest Income	1,198.95
Miscellaneous Income	271.71
<b>Total Deposits</b>	<b>656,780.18</b>

Bank & Credit Card Fees	(3,307.52)
Miscellaneous Transfers	(23,487.68)
401(k)/Pension Transfer	(41,953.92)
Workers' Compensation	(51,810.25)
Payroll Taxes	(177,888.00)
Payroll	(410,076.38)
Accounts Payable	(1,263,452.53)
<b>Total Disbursements</b>	<b>(1,971,976.28)</b>

**Ending Balance** **\$267,303.42**

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**CASH INVESTMENTS**

LAIF Account	\$6,483,121.12
Money Market Account	267,303.42

**Total Cash Balance** **\$6,750,424.54**

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**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$3,848,193.80)
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**Working Capital** **\$2,902,230.74**

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**Santa Barbara Metropolitan Transit District  
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
137289	4/11/2025	ABC BUS COMPANIES INC	BUS PARTS	6,340.17	
137290	4/11/2025	AMERICAN MOVING PARTS LLC	BUS PARTS	311.20	
137291	4/11/2025	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
137292	4/11/2025	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	144.00	
137293	4/11/2025	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	76.00	
137294	4/11/2025	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	285.00	
137295	4/11/2025	ARTHUR BURNS	RETIREE HEALTH REIMBURSEMENT	281.00	
137296	4/11/2025	ROBERT BURNHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
137297	4/11/2025	BYD MOTORS LLC	CAPITAL LEASE PAYMENT	31,625.22	
137298	4/11/2025	RICARDO CABRERA	RETIREE HEALTH REIMBURSEMENT	675.00	
137299	4/11/2025	CALIFORNIA ELECTRIC SUPPLY IN	SHOP/B&G SUPPLIES	82.80	
137300	4/11/2025	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	108.00	
137301	4/11/2025	MIKE CARDONA	RETIREE HEALTH REIMBURSEMENT	155.00	
137302	4/11/2025	CENTRAL COAST CIRCULATION L	BUS BOOK DISTRIBUTION	788.00	
137303	4/11/2025	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	84.00	
137304	4/11/2025	COMMUNITY RADIO INC.	GIBRALTAR SITE RENTAL	320.55	
137305	4/11/2025	COMPLETE COACH WORKS	BUS PARTS	867.74	
137306	4/11/2025	CINTAS CORPORATION	SAFETY SUPPLIES	1,149.89	
137307	4/11/2025	COX COMMUNICATIONS CORP.	INTERNET & CABLE TV	565.29	
137308	4/11/2025	CUMMINS SALES & SERVICE DBA	BUS PARTS & REPAIRS	10,296.61	
137309	4/11/2025	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	285.00	
137310	4/11/2025	CROSSLINE SUPPLY LLC	BUS PARTS	2,926.47	
137311	4/11/2025	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	197.86	
137312	4/11/2025	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	47.15	
137313	4/11/2025	EVERSHADE LLC DBA	STEAM CLEANING TC/EXPRESS ZON	3,150.00	
137314	4/11/2025	FAUVER LARGE ARCHBALD&SPR	LEGAL COUNSEL	36,090.91	
137315	4/11/2025	FGL ENVIRONMENTAL INC	STORMWATER TEST	227.00	
137316	4/11/2025	FREEWAY TOYOTA OF HANFORD	SERVICE VEHICLES	61,706.58	V
137317	4/11/2025	GIBBS INTERNATIONAL INC	BUS PARTS	1,283.27	
137318	4/11/2025	GILLIG LLC	BUS PARTS	1,541.20	
137319	4/11/2025	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
137320	4/11/2025	GOLETA WATER DISTRICT	UTILITIES	751.77	
137321	4/11/2025	GRAPHICINK	PRINTING SERVICES	1,101.10	
137322	4/11/2025	GRAINGER INC.	SHOP/B&G SUPPLIES	78.80	
137323	4/11/2025	JILL GRISHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
137324	4/11/2025	JIM HAGGERTY	RETIREE HEALTH REIMBURSEMENT	285.00	
137325	4/11/2025	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	152.00	
137326	4/11/2025	RICHARD HARRIGAN	RETIREE HEALTH REIMBURSEMENT	164.00	

Check #	Date	Company	Description	Amount	Voids
137327	4/11/2025	INVESTMENT '77	CARRILLO REPEATER RENTAL SPAC	220.00	
137328	4/11/2025	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	570.00	
137329	4/11/2025	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	76.00	
137330	4/11/2025	KINTRONICS INC.	SECURITY CAMERA SYSTEM & VIDE	2,782.00	
137331	4/11/2025	KITCHELL CEM INC.	T2 RECOMMISSION	26,302.25	
137332	4/11/2025	KIRKS AUTOMOTIVE INC	BUS/AUTO PARTS	24.47	
137333	4/11/2025	KENT AUTOMOTIVE DBA	SHOP SUPPLIES	325.92	
137334	4/11/2025	LUMINATOR TECHNOLOGY GROU	BUS PARTS	2,861.22	
137335	4/11/2025	MARTIN AUTO COLOR INC	SHOP SUPPLIES	89.74	
137336	4/11/2025	MISSION LINEN SUPPLY INC	UNIFORM & LINEN SERVICE	705.83	
137337	4/11/2025	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	658.22	
137338	4/11/2025	MOLINA MANUFACTURING DBA	REFURBISH BUS SEATS	3,738.16	
137339	4/11/2025	WILLIAM MORRIS	RETIREE HEALTH REIMBURSEMENT	285.00	
137340	4/11/2025	NEWEGG BUSINESS INC	IT EQUIPMENT & SUPPLIES	570.34	
137341	4/11/2025	NFI PARTS DBA	BUS PARTS	4,410.25	
137342	4/11/2025	O'REILLY AUTO PARTS DBA	BUS/SERVICE VEHICLE PARTS	1,970.05	
137343	4/11/2025	CARLOS ORNELAS	RETIREE HEALTH REIMBURSEMENT	285.00	
137344	4/11/2025	LUIGI OTTIERI	RETIREE HEALTH REIMBURSEMENT	285.00	
137345	4/11/2025	PETTY CASH - MANNY CASTANON	MISC. PURCHASES	421.45	
137346	4/11/2025	SANSUM CLINIC	MEDICAL EXAMS	821.00	
137347	4/11/2025	SILVAS OIL CO. INC.	LUBRICANTS	10,312.04	
137348	4/11/2025	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	90,191.95	
137349	4/11/2025	ROBIN SORIA	RETIREE HEALTH REIMBURSEMENT	708.00	
137350	4/11/2025	THE MEDCENTER	MEDICAL EXAMS	2,525.00	
137351	4/11/2025	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	223,253.00	
137352	4/11/2025	TRACE3 LLC	IT SERVICES	2,988.80	
137353	4/11/2025	TAC ENERGY LLC	RENEWABLE DIESEL	48,927.55	
137354	4/11/2025	ULINE INC	SHOP SUPPLIES	122.54	
137355	4/11/2025	UNITED REFRIGERATION INC.	BUS AIR CONDITIONING SUPPLIES	1,388.55	
137356	4/11/2025	UNITED PARCEL SERVICE INC	FREIGHT CHARGES	315.01	
137357	4/11/2025	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	5,263.45	
137358	4/11/2025	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	482.30	
137359	4/11/2025	DANIEL WALKER	RETIREE HEALTH REIMBURSEMENT	285.00	
137360	4/11/2025	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,637.15	
137361	4/11/2025	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	276.16	
137362	4/14/2025	FREEWAY TOYOTA OF HANFORD	SERVICE VEHICLES	60,706.58	
137363	4/18/2025	ABC BUS COMPANIES INC	BUS PARTS	19.16	
137364	4/18/2025	AT&T MOBILITY-CC	TAP2PAY COMMUNICATIONS	1,061.90	
137365	4/18/2025	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	137.00	
137366	4/18/2025	BRINK'S INCORPORATED	ARMORED TRANSPORTATION SERVI	911.47	
137367	4/18/2025	BAY ALARM COMPANY INC	ALARM CONTRACT	255.00	

Check #	Date	Company	Description	Amount	Voids
137368	4/18/2025	CARASOFT TECHNOLOGY CORP	TRANSIT DASHBOARDS	57,344.00	
137369	4/18/2025	CENTRAL COAST TANK TESTING	TANK TESTS	145.00	
137370	4/18/2025	CHARGEPOINT INC.	CHARGE READY BRIDGE PROJECT	790.00	
137371	4/18/2025	CPS HR CONSULTING DBA	CONSULTING SERVICES	10,902.47	
137372	4/18/2025	CUMMINS SALES & SERVICE DBA	BUS PARTS & REPAIRS	12,693.35	
137373	4/18/2025	CA DEPT. OF TAX & FEE ADMIN.	QTRLY USER FUEL TAX	1,238.00	
137374	4/18/2025	CDTFA	SALES/CONSUMER USE TAX	809.00	
137375	4/18/2025	CA. DEPT. of TAX & FEE ADMINIST	UNDERGROUND STORAGE TANK FE	2,396.00	
137376	4/18/2025	DAVID DAVIS JR.	DIRECTOR FEES	180.00	
137377	4/18/2025	ALLIANT POWER DBA	BUS PARTS	2,504.90	
137378	4/18/2025	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	248.26	
137379	4/18/2025	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	101.74	
137380	4/18/2025	EMERGENCY DRAIN SERVICES DB	DRAIN SERVICES	458.30	
137381	4/18/2025	GILLIG LLC	BUS PARTS	2,721.32	
137382	4/18/2025	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	12,638.26	
137383	4/18/2025	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	133.46	
137384	4/18/2025	IMPULSE ADVANCED COMMUNIC	INTERNET	500.00	
137385	4/18/2025	KIRKS AUTOMOTIVE INC	BUS/AUTO PARTS	923.16	
137386	4/18/2025	ALBERTO LAPUZ	DIRECTOR FEES	120.00	
137387	4/18/2025	JENNIFER LEMBERGER	DIRECTOR FEES	60.00	
137388	4/18/2025	LITTLEPAY INC	TAP2PAY	512.03	
137389	4/18/2025	MARTIN AUTO COLOR INC	SHOP SUPPLIES	1,430.63	
137390	4/18/2025	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	651.12	
137391	4/18/2025	MISSION LINEN SUPPLY INC	UNIFORM & LINEN SERVICE	698.79	
137392	4/18/2025	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	4,891.32	
137393	4/18/2025	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,172.25	
137394	4/18/2025	MULLEN & HENZELL	CALLE REAL PROJECT SERVICES	41,841.08	
137395	4/18/2025	NATIONAL DRIVE	PAYROLL DEDUCTION	52.00	
137396	4/18/2025	NFI PARTS DBA	BUS PARTS	848.73	
137397	4/18/2025	PAULA A. PEROTTE	DIRECTOR FEES	120.00	
137398	4/18/2025	ARJUN SARKAR	DIRECTOR FEES	120.00	
137399	4/18/2025	SILVAS OIL CO. INC.	LUBRICANTS	4,048.58	
137400	4/18/2025	SM TIRE CORP.	BUS TIRE MOUNTING	3,299.07	
137401	4/18/2025	SMARDAN-HATCHER CO. INC	B&G REPAIRS & SUPPLIES	328.69	
137402	4/18/2025	SOCALGAS	UTILITIES	1,638.86	
137403	4/18/2025	MONICA JUANITA SOLORZANO	DIRECTOR FEES	120.00	
137404	4/18/2025	SB CITY OF-REFUSE & WATER	UTILITIES	964.77	
137405	4/18/2025	DAVID T. TABOR	DIRECTOR FEES	180.00	
137406	4/18/2025	TEAMSTERS PENSION TRUST	UNION PENSION	93,981.94	
137407	4/18/2025	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	12,514.00	
137408	4/18/2025	TOTAL COMMUNICATIONS SOLUT	ZOOM PHONE	831.25	

Check #	Date	Company	Description	Amount	Voids
137409	4/18/2025	UNITED WAY OF SB	PAYROLL DEDUCTION	30.00	
137410	4/18/2025	VENTURA COUNTY OVERHEAD D	B&G REPAIRS & SUPPLIES	1,720.00	
137411	4/18/2025	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULA	1,397.75	
137412	4/18/2025	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	35.00	
137413	4/25/2025	ABBHEY'S CARPET CITY	B&G REPAIRS	2,924.58	
137414	4/25/2025	ABC BUS COMPANIES INC	BUS PARTS	1,143.15	
137415	4/25/2025	COASTAL CHEVROLET	BUS/SERVICE VEHICLE REPAIRS	3,766.43	
137416	4/25/2025	CUMMINS SALES & SERVICE DBA	BUS PARTS & REPAIRS	5,039.99	
137417	4/25/2025	CROSSLINE SUPPLY LLC	BUS PARTS	890.66	
137418	4/25/2025	DENMUN OFFICE SOLUTIONS DBA	IT CONTRACT SERVICES	8,740.00	
137419	4/25/2025	EASY LIFT TRANSPORTATION INC	MONTHLY ADA SUBSIDY	97,459.89	
137420	4/25/2025	FAUVER LARGE ARCHBALD&SPR	LEGAL COUNSEL	31,338.10	
137421	4/25/2025	GIBBS INTERNATIONAL INC	BUS PARTS	837.32	
137422	4/25/2025	GILLIG LLC	BUS PARTS	1,962.19	
137423	4/25/2025	GRAPHICINK	PRINTING SERVICES	518.94	
137424	4/25/2025	GRAINGER INC.	SHOP/B&G SUPPLIES	50.08	
137425	4/25/2025	HAYWARD LUMBER	SHOP/B&G SUPPLIES	27.68	
137426	4/25/2025	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	110.73	
137427	4/25/2025	KIRKS AUTOMOTIVE INC	BUS/AUTO PARTS	600.88	
137428	4/25/2025	LANSPEED DBA	IT SERVICES	3,072.00	
137429	4/25/2025	KENT AUTOMOTIVE DBA	SHOP SUPPLIES	760.49	
137430	4/25/2025	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	896.15	
137431	4/25/2025	MENEMSHA DEVELOPMENT GRO	T2 CONSTRUCTION	116,789.49	
137432	4/25/2025	MISSION LINEN SUPPLY INC	UNIFORM & LINEN SERVICE	334.36	
137433	4/25/2025	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	414.63	
137434	4/25/2025	NEWEGG BUSINESS INC	IT EQUIPMENT & SUPPLIES	110.97	
137435	4/25/2025	NFI PARTS DBA	BUS PARTS	2,088.68	
137436	4/25/2025	ROBERT HALF	TEMPORARY LABOR	1,360.00	
137437	4/25/2025	SANSUM CLINIC	MEDICAL EXAMS	1,401.00	
137438	4/25/2025	SB LOCKSMITHS INC	B&G REPAIR & SUPPLIES	24.00	
137439	4/25/2025	SILVAS OIL CO. INC.	LUBRICANTS	4,355.80	
137440	4/25/2025	SO. CAL. EDISON CO.	UTILITIES	5,157.58	
137441	4/25/2025	SOAP MAN DISTRIBUTIN DBA	BUS CLEANING SUPPLIES	199.76	
137442	4/25/2025	SOUTHERN CALIFORNIA EDISON	ELECTRIC VEHICLES "FUEL"	9,540.33	
137443	4/25/2025	SOCALGAS	UTILITIES	29.05	
137444	4/25/2025	SB CITY OF-REFUSE & WATER	UTILITIES	2,102.20	
137445	4/25/2025	TAC ENERGY LLC	RENEWABLE DIESEL	72,471.58	
137446	4/25/2025	ULINE INC	SHOP SUPPLIES	143.92	
137447	4/25/2025	J.C.M. AND ASSOCIATES INC.	UNIFORMS	557.62	
137448	4/25/2025	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULA	821.31	
137449	4/25/2025	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	2,366.45	

Check #	Date	Company	Description	Amount	Voids
				<u>1,325,159.11</u>	
			Current Cash Report Voided Checks:	61,706.58	
			Prior Cash Report Voided Checks:	0.00	
			<b>Grand Total:</b>	<u><u>\$1,263,452.53</u></u>	

**Santa Barbara Metropolitan Transit District  
Cash Receipts of Accounts Receivable**

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
4/9/2025	Federal Transit Assistance	FTA Capital Assistance	138,514.00
4/9/2025	Moonlight Graphics/Mktg	Advertising on Buses	6,241.05
4/14/2025	SB School District	Passes/Token Sales	24,750.00
4/15/2025	Department of Rehabilitation	Passes/Passports Sales	520.00
4/17/2025	County of Santa Barbara	Passes/Token Sales	1,560.00
4/21/2025	Montecito Bank & Trust	Advertising on Buses	3,141.00
4/21/2025	Montecito Bank & Trust	Advertising on Buses	3,141.00
4/23/2025	City of SB - Downtown Parking	City of SB My Ride - 1Q 2025	3,823.50
4/23/2025	City of SB - Downtown Parking	City of SB My Ride - 4Q 2024	3,951.75
4/23/2025	Hiltachk Marketing Group/SB Airport	Advertising on Buses	3,780.00
4/23/2025	SB South Coast Chamber of Commerc	Advertising on Buses	1,647.24
4/24/2025	SBCC - Contract Fares	Contract Fares - Apr & May '25	144,624.00
4/24/2025	SBCC - Contract Fares	Contract Fares - Feb & Mar '25	144,624.00
<b>Total Accounts Receivable Paid During Period</b>			<b>\$480,317.54</b>







**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #:** 8

**TYPE:** INFORMATIONAL ITEM

**PREPARED BY:** DIRECTOR OF FINANCE AND ADMINISTRATION NANCY TILLIE

**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA

**SUBJECT:** **FINANCIAL UPDATE & THIRD QUARTER REVIEW OF FISCAL YEAR 2024-25**

**RECOMMENDATION:**

Staff recommends that the Board of Directors receive a presentation regarding the financial report for the Santa Barbara Metropolitan Transit District third quarter of fiscal year 2024-25, for the period of July 1, 2024, through March 31, 2025.

**DISCUSSION:**

Staff will present an update to the Board on the current financial outlook and the third quarter.

**ATTACHMENT:**

- Fiscal Year 2024-25 Financial Update Third Quarter





## Fiscal Year 2024-25 Financial Update Third Quarter

### Executive Summary

This financial update includes a review of the third quarter Fiscal Year 2025 (FY24-25) ending March 31, 2025 performance. The Consumer Price Index for the year ending March 31, 2025 was 3.2% down from 3.4% last quarter. Budget assumptions included cost levels estimating conservative inflationary levels, conservative increases to collection of fares, a new service plan, as well as filling several vacancies. Overall, the District's financial position was better than anticipated; the deficit for the period was favorable from budget estimates in that it was \$1.3M less than anticipated. Revenues ended close to target, with Fare Revenue (1%) and Grants & Appropriations ( 2%) under budget, while Other Income is 36% over budget, but are increased over the prior year by \$400k. Operating Expenses were less than the budgeted amount by \$1M, however exceeded the prior year by \$1.4M, mainly due to the hiring of Bus Operators. As in the previous years, the operating deficit will be balanced with federal relief funding.

<b>Operating Summary</b>							
<b>9 Months Ended March 31, 2025</b>							
(\$ thousands)							
	<b>FY 24-25</b>	<b>FY 24-25</b>	<b>Variance</b>		<b>FY 23-24</b>	<b>Variance</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Amt</b>	<b>%</b>	<b>Actual</b>	<b>Amt</b>	<b>%</b>
<b><u>REVENUES</u></b>							
Fare Revenue	\$3,718	\$3,738	(\$20)	-1%	\$3,700	\$18	0%
Grants & Appropriations	15,861	16,145	(285)	-2%	15,557	304	2%
Other Income	576	423	154	36%	496	80	16%
<b>Total Operating Revenue</b>	<b>\$20,155</b>	<b>\$20,306</b>	<b>(\$151)</b>	<b>-1%</b>	<b>\$19,752</b>	<b>\$403</b>	<b>2%</b>
<b><u>EXPENSES</u></b>							
Route Operations	\$13,937	\$13,710	\$227	2%	\$12,576	\$1,361	11%
Vehicle Maintenance	4,619	5,451	(832)	-15%	4,539	80	2%
Passenger Accommodations	1,397	1,858	(461)	-25%	1,447	(49)	-3%
General Overhead	3,426	3,845	(419)	-11%	3,061	365	12%
<b>Total Operating Expense</b>	<b>\$23,379</b>	<b>\$24,864</b>	<b>(\$1,485)</b>	<b>-6%</b>	<b>\$21,623</b>	<b>\$1,756</b>	<b>8%</b>
<b>Surplus / (Deficit)</b>	<b><u>(\$3,224)</u></b>	<b><u>(\$4,558)</u></b>	<b><u>\$1,334</u></b>		<b><u>(\$1,871)</u></b>	<b><u>(\$1,353)</u></b>	

### Federal Relief Funding

The District has been allocated federal economic relief funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan Act of 2021 (ARPA). These funds were made available to reimburse operating and capital expenses incurred and revenues lost as a result of the pandemic. The District will utilize \$3M in ARPA funds to offset the deficit. These funds are not included in any Operating Revenues.

**Operating Revenue**

Total operating revenue of \$20 million—excluding the budget balancing ARPA funding—was within 1% of budget projections. Farebox revenues were budgeted conservatively for the year and the District was within 1% of budget. Overall, Cash Fares were 5% over budget or \$58k, however Other Fare Programs fell short of budget with the delay in the Microtransit start. Grants and Appropriations represented 78% of total operating revenue during the period, and again were 1% behind budget. This was partially due to the delay in starting the Microtransit service as grant revenues were budgeted to cover the operating cost for the On-Demand service. Other income is over budget 36%. This category includes Bus Advertisement which is over budget \$65k, and Interest on Investments were \$80k or 62% over the budgeted amount. Interest Income was budgeted very conservatively with the Fed Rate reductions to slow. The rates had not gone down as quickly as we had planned and are a lagging indicator. Rounding out the category was the sale of Service Vehicles that had served their useful life.

<b>Santa Barbara Metropolitan Transit District</b>							
<b>Operating Revenue Detail</b>							
<b>9 Months Ended March 31, 2025</b>							
<b>(\$ thousands)</b>							
	<b>FY 24-25</b>	<b>FY 24-25</b>	<b>Variance</b>		<b>FY 23-24</b>	<b>Variance</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Amt</b>	<b>%</b>	<b>Actual</b>	<b>Amt</b>	<b>%</b>
<b><u>FAREBOX REVENUE</u></b>							
Cash Fares	\$1,199	\$1,141	\$58	5%	\$1,141	\$58	5%
Pass Sales	1,175	1,188	(13)	-1%	1,223	(48)	-4%
Contract Fares	1,335	1,327	7	1%	1,328	7	0%
Other Fare Programs	10	82	(72)	-88%	8	2	26%
Subtotal	<u>\$3,718</u>	<u>\$3,738</u>	<u>(\$20)</u>	<u>-1%</u>	<u>\$3,700</u>	<u>\$18</u>	<u>0%</u>
<b><u>GRANTS &amp; APPROPRIATIONS</u></b>							
LTF Sales Tax Revenue	\$7,763	\$7,760	\$3	0%	\$7,407	\$355	5%
FTA Operating Assistance	3,895	3,895	0	0%	4,132	(237)	-6%
Measure A Sales Tax	2,207	2,156	51	2%	2,235	(28)	-1%
Other Operating Assistance	975	1,344	(369)	-27%	798	176	22%
Property Tax Revenue	1,021	991	31	3%	984	37	4%
Subtotal	<u>\$15,861</u>	<u>\$16,145</u>	<u>(\$285)</u>	<u>-2%</u>	<u>\$15,557</u>	<u>\$304</u>	<u>2%</u>
<b><u>OTHER INCOME</u></b>							
Advertising on Buses	\$348	\$283	\$65	23%	\$285	\$62	22%
Interest on Investments	207	128	80	62%	195	13	7%
Other Income	21	12	9	73%	16	6	35%
Subtotal	<u>\$576</u>	<u>\$423</u>	<u>\$154</u>	<u>36%</u>	<u>\$496</u>	<u>\$80</u>	<u>16%</u>
<b>Total Operating Revenue</b>	<b><u>\$20,155</u></b>	<b><u>\$20,306</u></b>	<b><u>(\$151)</u></b>	<b><u>-1%</u></b>	<b><u>\$19,752</u></b>	<b><u>\$403</u></b>	<b><u>2%</u></b>

**Grants & Subsidies**– Local Sales Tax Revenue is up this period \$3k over budget. Budgeted revenues were very conservative in this area as there were strong projections that the sales tax revenues would decrease after some of the largest increases due to inflationary prices. Federal Transit Administration Section 5307 operating assistance is reflected at budget levels which were based on prior year’s revenue. Adjustments to FTA Operating Assistance will coincide with the full year apportionment which is expected any day now, since the passing of the federal budget, on March 14. A partial year apportionment has been allocated therefore the District Staff are comfortable with the accrual of these funds for Operating use. Other Operating Assistance is based on UCSB’s

agreement with the District to provide assistance for L28 and Lines 12x/24x and special project grant revenue. The Microtransit Local Operating Assistance is budgeted in this category and is underbudget due to the delay in the initiation of the Microtransit service. Property Tax Revenue is 3% above the budget.

Other Income– Advertising income is 36% over the budgeted projections, Marketing Staff have been busy and there was an Advertising Rate increase this year. Additionally with the Fleet Renewal Campaign completion there is no concern of putting ads on vehicles that will be in restoration. Interest income was over budget \$80k but reduced in comparison with the prior year due to interest rates reduction by the Federal Reserve actions. The bulk of the Other Income was the Public Auction proceeds on Service Vehicles that had reached their useful lives.

<b>Santa Barbara Metropolitan Transit District</b>							
<b>Operating Expense Detail</b>							
<b>9 Months Ended March 31, 2025</b>							
<b>(\$ thousands)</b>							
	<b>FY 24-25</b>	<b>FY 24-25</b>	<b>Variance</b>		<b>FY 23-24</b>	<b>Variance</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Amt</b>	<b>%</b>	<b>Actual</b>	<b>Amt</b>	<b>%</b>
<b><u>ROUTE OPERATIONS</u></b>							
Drivers	\$9,172	\$9,282	(\$111)	-1%	\$8,645	\$526	6%
Dispatch & Supervision	710	726	(15)	-2%	636	74	12%
Hiring & Training	701	461	241	52%	529	173	33%
Risk & Safety	2,397	2,364	32	1%	1,931	466	24%
Transportation Subsidies	958	877	80	9%	835	122	15%
Subtotal	<u>\$13,937</u>	<u>\$13,710</u>	<u>\$227</u>	<u>2%</u>	<u>\$12,576</u>	<u>\$1,361</u>	<u>11%</u>
<b><u>VEHICLE MAINTENANCE</u></b>							
Mechanics	\$1,060	\$1,236	(\$176)	-14%	\$902	\$158	18%
Cleaners & Fuelers	573	782	(209)	-27%	550	23	4%
Supervision	733	899	(166)	-18%	684	49	7%
Vehicle Consumables	1,531	1,838	(307)	-17%	1,825	(295)	-16%
Bus Parts & Supplies	508	529	(20)	-4%	467	41	9%
Vendor Services	22	34	(12)	-35%	24	(2)	-8%
Risk & Safety	172	103	69	67%	81	91	113%
Microtransit	19	29	(10)	-35%	5	14	263%
Subtotal	<u>\$4,619</u>	<u>\$5,451</u>	<u>(\$832)</u>	<u>-15%</u>	<u>\$4,539</u>	<u>\$80</u>	<u>2%</u>
<b><u>PASSENGER ACCOMMODATIONS</u></b>							
Passenger Facilities	\$590	\$681	(\$90)	-13%	\$616	(\$25)	-4%
Transit Development	239	327	(88)	-27%	199	40	20%
Marketing & Community Rela	203	485	(283)	-58%	283	(81)	-28%
Fare Revenue Collection	365	365	1	0%	348	17	5%
Subtotal	<u>\$1,397</u>	<u>\$1,858</u>	<u>(\$461)</u>	<u>-25%</u>	<u>\$1,447</u>	<u>(\$49)</u>	<u>-3%</u>
<b><u>GENERAL OVERHEAD</u></b>							
Finance	\$696	\$705	(\$8)	-1%	\$641	\$55	9%
Personnel	285	217	68	31%	193	92	47%
Utilities & Communication	228	247	(19)	-8%	230	(2)	-1%
Operating Facilities	330	394	(65)	-16%	344	(15)	-4%
District Administration	1,887	2,282	(395)	-17%	1,652	234	14%
Subtotal	<u>\$3,426</u>	<u>\$3,845</u>	<u>(\$419)</u>	<u>-11%</u>	<u>\$3,061</u>	<u>\$365</u>	<u>12%</u>
<b>Total Operating Expenses</b>	<b><u>\$23,379</u></b>	<b><u>\$24,864</u></b>	<b><u>(\$1,485)</u></b>	<b><u>-6%</u></b>	<b><u>\$21,623</u></b>	<b><u>\$1,756</u></b>	<b><u>8%</u></b>

**Operating Expenses**

Total operating expenses of \$23.4 million were 6% or \$1.485M under budget for the third quarter FY24-25 and increased 8% from the prior year. Staff Vacancies impacted all Business Lines; the budget assumed full staffing. At the end of the third quarter Route Operations was over budget \$227k. This was as a result of the continued hiring and the associated burden for those wages in the category of Hiring and Training. All other Business Lines completed the quarter under budget however, and with the exception of Passenger Accommodations, all were over the previous year's expenses as positions were filled in Route Operations, Vehicle Maintenance, and

Administration. The paratransit subsidy is increased over budget \$80k due to the District subsidizing a new Van for Easy Lift.

Other Expenses– As a service industry approximately 71% of expenses are staffing related. The next largest cost overall is risk. At March 31, 2025, Risks were over budget by \$241k and increased from the previous year by \$540k. This is as a result of increased insurance premiums and reserve projections based on pending claims. Additional notable expenditures and variations from expectations include the following:

- Fuel Costs are just below Risk Management costs and served as the next largest cost to Labor for many years. This category is currently under budget \$305k and totals \$301k lower than the previous year’s costs. The District was able to secure a fixed price contract for \$2.49 per gallon from January 1, 2025 through June 30, 2026. As this contract was executed after the budget was prepared for the FY24-25, a conservative cost was estimated at a higher rate than the actual causing the variance.
- Paratransit Services are increased 15% from the prior year. Year to date costs are \$80k over budget based on a van that was purchased by MTD for Easy Lift. Effective July 2024, MTD increased the ADA Paratransit fees payable to Easy Life. Costs in 2025 are \$122k more than the previous year.

**Capital Budget**

The District’s capital outlays for the period were \$5.29M. The Vehicle Acquisitions expenses were for Pre-purchase Audits that are required by grants for the Heavy-Duty Battery Electric Buses that were placed on order during this period and the 3 Gasoline Powered Passenger Vans being used for the Microtransit Program. Bus Improvements represent the installation of the Three-position Bicycle Racks onto the fleet, and Revenue Vehicle Upgrades. The Information Systems costs were the investments into the Clever Devices Hardware and Software upgrades to the Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System. The Terminal 2 Recommissioning Construction was the largest investment in the Operating Facilities category \$3.9M, followed by \$80k in Plans, Specifications, and Engineering for the Haley Street Canopy Improvements. Another \$20k was spent on Bus Stop Improvements near the Santa Barbara Airport and on Hollister Avenue next to the Food Bank. Other Equipment were the replacements of vehicle lifts that had served their useful life and new Hand-Held Radios for communications. Expenditures will be primarily reimbursed by FTA, TIRCP, Measure A and STA funds.

<b>Capital Expenditures by Category</b>				
<b>9 Months Ended March 31, 2025</b>				
<b>(\$ thousands)</b>				
<b><u>Category</u></b>	<b>FY 24-25 Actual</b>	<b>FY 24-25 Budget</b>	<b>Variance</b>	
			<b>Amt</b>	<b>%</b>
Vehicle Acquisitions	\$189	\$22,877	(\$22,688)	-99%
Bus Improvements	531	75	\$456	609%
Information Systems	233	161	\$71	44%
Operating Facilities	4,141	8,046	(\$3,906)	-49%
Intelligent Transportation Systems	23	1,265	(\$1,242)	-98%
Passenger Facilities	0	206	(\$206)	-100%
Other Equipment	173	338	(\$164)	-49%
<b>Total Capital Expenditures</b>	<b>\$5,290</b>	<b>\$32,968</b>	<b>(\$27,678)</b>	

**ROUTE OPERATIONS**  
**6 Months Ended December 31, 2024**

	FY 24-25		Variance		FY 23-24		Variance	
	Actual	Budget	Amt	%	Actual	Amt	%	
<b><u>DRIVERS</u></b>								
Scheduled	\$3,501,860	\$3,421,102	\$80,758	2%	\$3,232,423	\$269,437	8%	
Scheduled Overtime	140,727	232,302	(91,575)	-39%	206,925	(66,198)	-32%	
Unscheduled Pay	115,989	99,900	16,089	16%	99,199	16,790	17%	
Driver Lite Duty	0	533	(533)	-100%	0	0	n/a	
FICA	345,166	327,776	17,390	5%	315,256	29,911	9%	
Pension	437,956	420,070	17,886	4%	395,985	41,972	11%	
Health	1,037,731	1,080,378	(42,647)	-4%	920,742	116,989	13%	
Sick Pay	91,862	94,470	(2,608)	-3%	70,816	21,046	30%	
Vacation Pay	312,759	288,802	23,957	8%	262,394	50,365	19%	
Holiday Pay	179,981	155,348	24,633	16%	143,737	36,244	25%	
Other Paid Leave	21,473	18,954	2,519	13%	24,271	(2,798)	-12%	
Unemployment Insurance	1,494	1,180	314	27%	1,167	327	28%	
Uniforms	7,561	8,250	(689)	-8%	10,087	(2,526)	-25%	
Drivers Subtotal	<u>\$6,194,560</u>	<u>\$6,149,065</u>	<u>\$45,495</u>	<u>1%</u>	<u>\$5,683,003</u>	<u>\$511,557</u>	<u>9%</u>	
<b><u>DISPATCH &amp; SUPERVISION</u></b>								
Supervisors	\$119,821	\$155,456	(\$35,635)	-23%	\$131,082	(11,261)	-9%	
Staff	156,830	140,912	15,918	11%	132,309	24,522	19%	
FICA	26,631	26,152	479	2%	22,738	3,893	17%	
Pension	30,360	33,173	(2,813)	-8%	28,064	2,296	8%	
Health	74,424	78,566	(4,142)	-5%	57,842	16,582	29%	
Sick Pay	19,697	6,336	13,361	211%	7,667	12,030	157%	
Vacation Pay	43,351	20,841	22,510	108%	26,324	17,027	65%	
Holiday Pay	13,880	14,192	(312)	-2%	12,580	1,300	10%	
Other Paid Leave	6,416	6,463	(47)	-1%	3,478	2,938	84%	
Unemployment Insurance	0	0	0	n/a	0	0	n/a	
Supervision Subtotal	<u>\$491,411</u>	<u>\$482,091</u>	<u>\$9,320</u>	<u>2%</u>	<u>\$422,085</u>	<u>69,326</u>	<u>16%</u>	
<b><u>HIRING &amp; TRAINING</u></b>								
Staff	\$47,693	\$45,758	\$1,935	4%	\$36,046	11,647	32%	
Student Drivers	237,930	86,994	150,936	174%	187,871	50,059	27%	
Existing Drivers/Supers	53,139	55,654	(2,515)	-5%	19,080	34,059	179%	
FICA	14,848	13,192	1,656	13%	12,095	2,753	23%	
Pension	14,994	11,118	3,876	35%	11,427	3,566	31%	
Health	44,268	39,370	4,898	12%	38,716	5,552	14%	
Sick Pay	7,954	3,615	4,339	120%	1,678	6,276	374%	
Vacation Pay	15,312	10,710	4,602	43%	11,226	4,086	36%	
Holiday Pay	5,614	6,629	(1,015)	-15%	5,427	186	3%	
Other Paid Leave	2,235	2,035	200	10%	1,323	912	69%	
Unemployment Insurance	0	0	0	n/a	0	0	n/a	
Medical Exams & License Fe	15,818	14,550	1,268	9%	20,255	(4,437)	-22%	
Employment Advertising	135	5,002	(4,867)	-97%	500	(365)	-73%	
Training, Travel & Meetings	7,651	8,250	(599)	-7%	2,426	5,224	215%	
Hiring & Training Subtotal	<u>\$467,589</u>	<u>\$302,877</u>	<u>\$164,712</u>	<u>54%</u>	<u>\$348,071</u>	<u>119,518</u>	<u>34%</u>	



<b>ROUTE OPERATIONS</b>							
<b>9 Months Ended March 31, 2025</b>							
	FY 24-25	FY 24-25	Variance		FY 23-24	Variance	
	Actual	Budget	Amt	%	Actual	Amt	%
<b><u>DRIVERS</u></b>							
Scheduled	\$5,247,157	\$5,166,562	\$80,595	2%	\$4,893,937	\$353,220	7%
Scheduled Overtime	203,702	371,682	(167,980)	-45%	326,469	(122,767)	-38%
Unscheduled Pay	188,264	130,779	57,485	44%	130,131	58,134	45%
Driver Lite Duty	0	800	(800)	-100%	0	0	n/a
FICA	489,047	495,007	(5,960)	-1%	476,342	12,705	3%
Pension	648,810	634,392	14,418	2%	597,127	51,683	9%
Health	1,565,522	1,620,567	(55,045)	-3%	1,405,797	159,725	11%
Sick Pay	135,419	141,708	(6,289)	-4%	105,423	29,996	28%
Vacation Pay	407,623	433,201	(25,578)	-6%	411,460	(3,838)	-1%
Holiday Pay	226,143	233,022	(6,879)	-3%	215,795	10,348	5%
Other Paid Leave	31,083	28,434	2,649	9%	54,008	(22,925)	-42%
Unemployment Insurance	14,459	13,572	887	7%	13,503	955	7%
Uniforms	14,318	12,375	1,943	16%	15,153	(835)	-6%
Drivers Subtotal	<u>\$9,171,545</u>	<u>\$9,282,101</u>	<u>(\$110,556)</u>	<u>-1%</u>	<u>\$8,645,145</u>	<u>\$526,400</u>	<u>6%</u>
<b><u>DISPATCH &amp; SUPERVISION</u></b>							
Supervisors	\$188,636	\$233,186	(\$44,550)	-19%	\$185,938	2,699	1%
Staff	229,405	211,367	18,038	9%	209,888	19,517	9%
FICA	38,807	39,750	(943)	-2%	34,639	4,168	12%
Pension	44,192	49,435	(5,243)	-11%	42,498	1,694	4%
Health	113,410	119,419	(6,009)	-5%	87,340	26,070	30%
Sick Pay	22,659	9,507	13,152	138%	8,530	14,129	166%
Vacation Pay	44,708	31,263	13,445	43%	43,375	1,334	3%
Holiday Pay	18,708	21,289	(2,581)	-12%	18,694	13	0%
Other Paid Leave	8,974	9,697	(723)	-7%	4,308	4,667	108%
Unemployment Insurance	743	817	(74)	-9%	654	89	14%
Supervision Subtotal	<u>\$710,242</u>	<u>\$725,730</u>	<u>(\$15,488)</u>	<u>-2%</u>	<u>\$635,862</u>	<u>74,379</u>	<u>12%</u>
<b><u>HIRING &amp; TRAINING</u></b>							
Staff	\$72,140	\$68,639	\$3,501	5%	\$60,136	12,004	20%
Student Drivers	298,831	130,491	168,340	129%	272,564	26,267	10%
Existing Drivers/Supers	116,425	83,479	32,946	39%	35,189	81,236	231%
FICA	40,799	22,201	18,598	84%	20,243	20,556	102%
Pension	24,350	17,294	7,056	41%	18,094	6,256	35%
Health	74,963	62,117	12,846	21%	60,552	14,411	24%
Sick Pay	9,398	5,421	3,977	73%	4,611	4,787	104%
Vacation Pay	17,623	16,065	1,558	10%	14,133	3,490	25%
Holiday Pay	10,391	9,944	447	4%	8,375	2,016	24%
Other Paid Leave	2,831	3,052	(221)	-7%	2,212	620	28%
Unemployment Insurance	459	506	(47)	-9%	333	126	38%
Medical Exams & License Fe	24,674	21,825	2,849	13%	27,390	(2,716)	-10%
Employment Advertising	797	7,501	(6,704)	-89%	500	297	59%
Training, Travel & Meetings	7,772	12,375	(4,603)	-37%	4,522	3,250	72%
Hiring & Training Subtotal	<u>\$701,452</u>	<u>\$460,910</u>	<u>\$240,542</u>	<u>52%</u>	<u>\$528,854</u>	<u>172,598</u>	<u>33%</u>

<b>ROUTE OPERATIONS</b>							
<b>9 Months Ended March 31, 2025</b>							
	FY 24-25 Actual	FY 24-25 Budget	Variance		FY 23-24 Actual	Variance	
			Amt	%		Amt	%
<i>Route Operations Cont'd.</i>							
<b><u>RISK &amp; SAFETY</u></b>							
<b>Wages &amp; Benefits</b>							
Staff	\$51,550	\$165,342	(\$113,792)	-69%	\$52,001	(452)	-1%
Supervisors	325,830	301,046	24,784	8%	333,113	(7,283)	-2%
Driver Accident Pay	1,433	1,814	(381)	-21%	1,107	326	29%
FICA	33,948	40,903	(6,955)	-17%	33,850	98	0%
Pension	30,532	45,014	(14,482)	-32%	31,999	(1,467)	-5%
Health	84,594	108,373	(23,779)	-22%	78,545	6,049	8%
Sick Pay	7,244	13,802	(6,558)	-48%	3,885	3,358	86%
Vacation Pay	25,398	26,592	(1,194)	-4%	27,434	(2,037)	-7%
Holiday Pay	13,926	21,526	(7,600)	-35%	15,002	(1,076)	-7%
Other Paid Leave	4,706	8,158	(3,452)	-42%	3,718	988	27%
Unemployment Insurance	604	851	(247)	-29%	672	(69)	-10%
Risk & Safety Labor Subtot:	<u>\$579,764</u>	<u>\$733,421</u>	<u>(\$153,657)</u>	<u>-21%</u>	<u>\$581,328</u>	<u>(1,564)</u>	<u>0%</u>
<b><u>Public Liability</u></b>							
Professional Services	\$90,722	\$223,657	(\$132,935)	-59%	\$194,441	(103,719)	-53%
Insurance	652,947	669,809	(16,862)	-3%	610,002	42,945	7%
Current Year Incident Payouts	14,793	71,249	(56,456)	-79%	15,496	(703)	-5%
Current Year Incident Reserve	4,825	97,501	(92,676)	-95%	58,777	(53,952)	-92%
Prior Years Incident Payouts	32,130	56,250	(24,120)	-43%	76,694	(44,564)	-58%
Change in Prior Years Reserv	191,443	(56,250)	247,693	-440%	(47,501)	238,944	-503%
Public Liability Subtotal	<u>\$986,860</u>	<u>\$1,062,216</u>	<u>(\$75,356)</u>	<u>-7%</u>	<u>\$907,909</u>	<u>78,951</u>	<u>9%</u>
<b><u>Workers' Compensation</u></b>							
Professional Services	\$200,109	\$231,997	(\$31,888)	-14%	\$203,364	(3,255)	-2%
Insurance	160,364	165,619	(5,255)	-3%	171,298	(10,934)	-6%
Current Year Incident Payouts	18,225	37,499	(19,274)	-51%	23,844	(5,619)	-24%
Current Year Incident Reserve	57,109	93,749	(36,640)	-39%	76,733	(19,624)	-26%
Prior Years Incident Payouts	190,572	318,749	(128,177)	-40%	590,672	(400,100)	-68%
Change in Prior Years Reserv	149,834	(318,749)	468,583	-147%	(659,502)	809,336	-123%
Miscellaneous Risk & Safety	53,755	39,796	13,959	35%	35,027	18,728	53%
Workers' Comp Subtotal	<u>\$829,968</u>	<u>\$568,660</u>	<u>\$261,308</u>	<u>46%</u>	<u>\$441,436</u>	<u>388,532</u>	<u>88%</u>
Risk & Safety Subtotal	<u>\$2,396,592</u>	<u>\$2,364,297</u>	<u>\$32,295</u>	<u>1%</u>	<u>\$1,930,673</u>	<u>465,919</u>	<u>24%</u>
<b><u>TRANSPORTATION SUBSIDIES</u></b>							
ADA Paratransit Service	\$957,501	\$877,139	\$80,362	9%	\$835,371	122,131	15%
Transp. Subsidies Subtotal	<u>\$957,501</u>	<u>\$877,139</u>	<u>\$80,362</u>	<u>9%</u>	<u>\$835,371</u>	<u>\$122,131</u>	<u>15%</u>
<b>TOTAL ROUTE OPERATIO</b>	<u><b>\$13,937,333</b></u>	<u><b>\$13,710,177</b></u>	<u><b>\$227,156</b></u>	<u><b>2%</b></u>	<u><b>\$12,575,906</b></u>	<u><b>1,361,427</b></u>	<u><b>11%</b></u>

<b>Vehicle Maintenance Detail</b>								
<b>9 Months Ended March 31, 2025</b>								
	FY 24-25		Variance		FY 23-24		Variance	
	Actual	Budget	Amt	%	Actual	Amt	%	
<b>MECHANICS</b>								
Mechanics	\$634,617	\$742,049	(\$107,432)	-14%	\$549,481	85,135	15%	
Less Mechanic Labor Capit	(59,067)	(27,664)	(31,403)	114%	(48,673)	(10,394)	21%	
Mechanics-OT	44,112	60,150	(16,038)	-27%	62,524	(18,412)	-29%	
FICA	59,836	68,616	(8,780)	-13%	51,825	8,011	15%	
Pension	70,268	81,463	(11,195)	-14%	59,772	10,495	18%	
Health	190,085	193,914	(3,829)	-2%	147,103	42,982	29%	
Sick Pay	28,405	19,364	9,041	47%	9,581	18,824	196%	
Vacation Pay	43,899	42,839	1,060	2%	30,441	13,458	44%	
Holiday Pay	31,895	37,181	(5,286)	-14%	26,055	5,841	22%	
Other Paid Leave	1,582	1,550	32	2%	2,293	(711)	-31%	
Unemployment Insurance	1,568	1,533	35	2%	1,272	296	23%	
Uniforms	3,031	5,354	(2,323)	-43%	4,260	(1,229)	-29%	
Tool Allowance	9,698	9,240	458	5%	5,926	3,773	64%	
<b>Mechanics Subtotal</b>	<b>\$1,059,929</b>	<b>\$1,235,589</b>	<b>(\$175,660)</b>	<b>-14%</b>	<b>\$901,860</b>	<b>158,069</b>	<b>18%</b>	
<b>CLEANERS &amp; FUELERS</b>								
Service Workers	\$305,768	\$434,382	(\$128,614)	-30%	\$301,259	4,509	1%	
FICA	27,328	38,467	(11,139)	-29%	26,042	1,286	5%	
Pension	43,888	63,112	(19,224)	-30%	44,183	(295)	-1%	
Health	136,205	166,212	(30,007)	-18%	131,078	5,127	4%	
Sick Pay	8,784	15,080	(6,296)	-42%	5,533	3,251	59%	
Vacation Pay	29,668	34,005	(4,337)	-13%	20,466	9,203	45%	
Holiday Pay	15,377	21,821	(6,444)	-30%	15,361	16	0%	
Other Paid Leave	0	1,183	(1,183)	-100%	1,294	(1,294)	-100%	
Unemployment Insurance	996	1,412	(416)	-29%	1,008	(12)	-1%	
Uniforms	2,196	3,640	(1,444)	-40%	2,204	(8)	0%	
Medical Exams & License Fe	3,103	3,173	(70)	-2%	1,947	1,156	59%	
<b>Cleaners &amp; Fuelers Subtotal</b>	<b>\$573,315</b>	<b>\$782,487</b>	<b>(\$209,172)</b>	<b>-27%</b>	<b>\$550,375</b>	<b>22,939</b>	<b>4%</b>	
<b>SUPERVISION</b>								
Staff	\$429,107	\$533,607	(\$104,500)	-20%	\$411,842	17,265	4%	
FICA	37,856	46,204	(8,348)	-18%	36,799	1,057	3%	
Pension	49,997	60,127	(10,130)	-17%	43,987	6,009	14%	
Health	132,657	172,709	(40,052)	-23%	118,928	13,729	12%	
Sick Pay	11,549	11,547	2	0%	8,722	2,827	32%	
Vacation Pay	30,634	28,799	1,835	6%	35,824	(5,191)	-14%	
Holiday Pay	22,404	27,713	(5,309)	-19%	21,530	874	4%	
Other Paid Leave	11,644	10,165	1,479	15%	4,407	7,237	164%	
Unemployment Insurance	692	893	(201)	-22%	840	(148)	-18%	
Training, Travel & Meetings	6,630	7,501	(871)	-12%	1,505	5,124	340%	
<b>Supervision Subtotal</b>	<b>\$733,170</b>	<b>\$899,265</b>	<b>(\$166,095)</b>	<b>-18%</b>	<b>\$684,386</b>	<b>48,784</b>	<b>7%</b>	
<i>Vehicle Maintenance Cont'd.</i>								
<b>VEHICLE CONSUMABLES</b>								
Bus Fuel	\$1,167,790	\$1,500,330	(332,540)	-22%	\$1,505,621	(337,831)	-22%	
Oil & Lubricants	137,254	148,232	(10,978)	-7%	145,762	(8,508)	-6%	
Electric Vehicle Power	98,710	60,155	38,555	64%	52,897	45,813	87%	
Tire Lease	112,707	117,074	(4,367)	-4%	109,212	3,495	3%	
Tire Mounting	14,334	12,186	2,148	18%	11,831	2,502	21%	
<b>Vehicle Consumables Subtotal</b>	<b>\$1,530,794</b>	<b>\$1,837,977</b>	<b>(\$307,183)</b>	<b>-17%</b>	<b>\$1,825,322</b>	<b>(294,528)</b>	<b>-16%</b>	
<b>VEHICLE PARTS &amp; SUPPLIES</b>								
Bus Parts Issued	\$438,400	\$450,000	(\$11,600)	-3%	\$399,051	39,350	10%	
Shop Supplies	47,043	52,501	(5,458)	-10%	42,656	4,387	10%	
Bus Servicing Supplies	10,768	7,501	3,267	44%	6,834	3,934	58%	
Hazmat Disposal & Compliar	12,108	18,751	(6,643)	-35%	18,667	(6,559)	-35%	
<b>Vehicle Part &amp; Supplies Subtotal</b>	<b>\$508,319</b>	<b>\$528,753</b>	<b>(\$20,434)</b>	<b>-4%</b>	<b>\$467,208</b>	<b>41,112</b>	<b>9%</b>	

<b>Vehicle Maintenance Detail</b>								
<b>9 Months Ended March 31, 2025</b>								
	FY 24-25	FY 24-25	Variance		FY 23-24	Variance		
	Actual	Budget	Amt	%	Actual	Amt	%	
<i>Vehicle Maintenance Cont'd.</i>								
<b>VEHICLE CONSUMABLES</b>								
Bus Fuel	\$1,167,790	\$1,500,330	(332,540)	-22%	\$1,505,621	(337,831)	-22%	
Oil & Lubricants	137,254	148,232	(10,978)	-7%	145,762	(8,508)	-6%	
Electric Vehicle Power	98,710	60,155	38,555	64%	52,897	45,813	87%	
Tire Lease	112,707	117,074	(4,367)	-4%	109,212	3,495	3%	
Tire Mounting	14,334	12,186	2,148	18%	11,831	2,502	21%	
<b>Vehicle Consumables Subtotal</b>	<b><u>\$1,530,794</u></b>	<b><u>\$1,837,977</u></b>	<b><u>(\$307,183)</u></b>	<b>-17%</b>	<b><u>\$1,825,322</u></b>	<b><u>(294,528)</u></b>	<b>-16%</b>	
<b>VEHICLE PARTS &amp; SUPPLIES</b>								
Bus Parts Issued	\$438,400	\$450,000	(\$11,600)	-3%	\$399,051	39,350	10%	
Shop Supplies	47,043	52,501	(5,458)	-10%	42,656	4,387	10%	
Bus Servicing Supplies	10,768	7,501	3,267	44%	6,834	3,934	58%	
Hazmat Disposal & Compliance	12,108	18,751	(6,643)	-35%	18,667	(6,559)	-35%	
<b>Vehicle Part &amp; Supplies Subtotal</b>	<b><u>\$508,319</u></b>	<b><u>\$528,753</u></b>	<b><u>(\$20,434)</u></b>	<b>-4%</b>	<b><u>\$467,208</u></b>	<b><u>41,112</u></b>	<b>9%</b>	
<b>VENDOR BUS REPAIRS</b>								
Vandalism Repairs	\$101	\$3,749	(\$3,648)	-97%	\$417	(316)	-76%	
Accident Damage Repairs	4,722	3,749	973	26%	4,849	(127)	-3%	
Accident Claim Collections	(1,715)	(7,501)	5,786	-77%	0	(1,715)	n/a	
Other Vendor Repairs	18,776	33,750	(14,974)	-44%	18,591	185	1%	
<b>Vendor Bus Repairs Subtotal</b>	<b><u>\$21,884</u></b>	<b><u>\$33,747</u></b>	<b><u>(\$11,863)</u></b>	<b>-35%</b>	<b><u>\$23,857</u></b>	<b><u>(1,973)</u></b>	<b>-8%</b>	
<b>RISK &amp; SAFETY</b>								
Workers' Comp Services	\$35,634	\$12,210	\$23,424	192%	\$11,478	24,157	210%	
Workers' Comp Insurance	8,435	8,715	(280)	-3%	9,010	(575)	-6%	
Current Year Incident Payouts	0	7,501	(7,501)	-100%	3,062	(3,062)	-100%	
Current Year Incident Reserve	0	18,751	(18,751)	-100%	0	0	n/a	
Prior Years Incident Payouts	67,981	37,499	30,482	81%	6,092	61,889	1016%	
Change in Prior Years Reserve	60,262	18,751	41,511	221%	51,369	8,893	17%	
<b>Risk &amp; Safety Subtotal</b>	<b><u>\$172,312</u></b>	<b><u>\$103,427</u></b>	<b><u>\$68,885</u></b>	<b>67%</b>	<b><u>\$81,011</u></b>	<b><u>91,302</u></b>	<b>113%</b>	
<b>MICROTRANSIT</b>								
Microtransit Services	17,869	15,453	2,416	16%	596	17,273	2900%	
Microtransit Materials	1,187	13,982	(12,795)	-92%	4,661	(3,474)	-75%	
<b>Microtransit Subtotal</b>	<b><u>\$19,056</u></b>	<b><u>\$29,435</u></b>	<b><u>(\$10,379)</u></b>		<b><u>\$5,256</u></b>	<b><u>\$13,799</u></b>		
<b>TOTAL VEHICLE MAINTENANCE</b>	<b><u>\$4,618,779</u></b>	<b><u>\$5,450,680</u></b>	<b><u>(\$831,900)</u></b>	<b>-15%</b>	<b><u>\$4,539,275</u></b>	<b><u>\$79,504</u></b>	<b>1.8%</b>	

<b>Passenger Accommodations Detail</b>								
<b>9 Months Ended March 31, 2025</b>								
<b>PASSENGER FACILITIES</b>								
<b>Wages &amp; Benefits</b>								
Supervisors	\$166,951	\$201,491	(\$34,540)	-17%	\$177,707	(10,755)	-6%	
TC Advisors	77,379	83,486	(6,107)	-7%	78,762	(1,383)	-2%	
Staff	37,614	34,634	2,980	9%	38,677	(1,063)	-3%	
FICA	24,237	28,449	(4,212)	-15%	25,150	(912)	-4%	
Pension	27,703	27,248	455	2%	31,065	(3,362)	-11%	
Health	103,937	142,611	(38,674)	-27%	109,321	(5,384)	-5%	
Sick Pay	7,761	11,570	(3,809)	-33%	4,865	2,896	60%	
Vacation Pay	22,882	17,407	5,475	31%	20,185	2,698	13%	
Holiday Pay	12,556	16,040	(3,484)	-22%	12,977	(421)	-3%	
Other Paid Leave	3,927	5,034	(1,107)	-22%	5,082	(1,155)	-23%	
Unemployment Insurance	673	933	(260)	-28%	765	(92)	-12%	
<b>Wages &amp; Benefits Subtotal</b>	<b>\$485,621</b>	<b>\$568,903</b>	<b>(\$83,282)</b>	<b>-15%</b>	<b>\$504,555</b>	<b>(18,934)</b>	<b>-4%</b>	
<b>Buildings &amp; Grounds</b>								
TC Contract Maintenance	\$80,689	\$84,749	(\$4,060)	-5%	\$85,408	(4,719)	-6%	
TC Repairs/Supplies	6,030	5,625	405	7%	11,497	(5,467)	-48%	
Bus Stop Repairs/Supplies	1,915	5,251	(3,336)	-64%	1,935	(20)	-1%	
TC Property Insurance	16,122	16,024	98	1%	12,421	3,701	30%	
<b>Buildings &amp; Grounds Subtotal</b>	<b>\$104,756</b>	<b>\$111,649</b>	<b>(\$6,893)</b>	<b>-6%</b>	<b>\$111,261</b>	<b>(6,506)</b>	<b>-6%</b>	
<b>Passenger Facilities Subtotal</b>	<b>\$590,377</b>	<b>\$680,552</b>	<b>(\$90,175)</b>	<b>-13%</b>	<b>\$615,816</b>	<b>(25,439)</b>	<b>-4%</b>	
<b>TRANSIT DEVELOPMENT</b>								
Staff	\$137,596	\$199,788	(\$62,192)	-31%	\$120,155	17,441	15%	
FICA	12,911	17,528	(4,617)	-26%	11,609	1,301	11%	
Pension	16,859	22,909	(6,050)	-26%	10,975	5,884	54%	
Health	35,090	52,268	(17,178)	-33%	22,995	12,095	53%	
Sick Pay	6,712	7,050	(338)	-5%	12,457	(5,745)	-46%	
Vacation Pay	12,010	9,160	2,850	31%	10,177	1,833	18%	
Holiday Pay	7,350	10,574	(3,224)	-30%	5,701	1,649	29%	
Other Paid Leave	6,087	4,297	1,790	42%	3,738	2,348	63%	
Unemployment Insurance	295	417	(122)	-29%	392	(97)	-25%	
Training, Travel & Meetings	4,332	2,250	2,082	93%	944	3,388	359%	
Planning Services & Supplie	0	1,125	(1,125)	-100%	0	0	n/a	
<b>Transit Development Subtotal</b>	<b>\$239,241</b>	<b>\$327,366</b>	<b>(\$88,125)</b>	<b>-27%</b>	<b>\$199,144</b>	<b>40,097</b>	<b>20%</b>	

<i>Passenger Accommodations Cont'd.</i>							
<b>MARKETING &amp; COMMUNITY RELATIONS</b>							
<b>Wages &amp; Benefits</b>							
Staff	\$80,940	\$184,622	(\$103,682)	-56%	\$119,898	(38,958)	-32%
FICA	7,595	15,996	(8,401)	-53%	11,407	(3,813)	-33%
Pension	10,024	20,910	(10,886)	-52%	12,383	(2,359)	-19%
Health	27,055	64,661	(37,606)	-58%	32,121	(5,066)	-16%
Sick Pay	2,763	4,234	(1,471)	-35%	10,303	(7,540)	-73%
Vacation Pay	9,660	11,664	(2,004)	-17%	13,432	(3,773)	-28%
Holiday Pay	4,464	0	4,464	n/a	4,591	(127)	-3%
Other Paid Leave	2,266	2,217	49	2%	2,694	(428)	-16%
Unemployment Insurance	215	378	(163)	-43%	470	(254)	-54%
<b>Wages &amp; Benefits Subtotal</b>	<b>\$144,981</b>	<b>\$304,682</b>	<b>(\$159,701)</b>	<b>-52%</b>	<b>\$207,300</b>	<b>(62,318)</b>	<b>-30%</b>
<b>Outside Services</b>							
Media Ad Placement	1,804	\$59,999	(58,195)	-97%	0	1,804	n/a
Brochures & Publications	628	4,500	(3,872)	-86%	0	628	n/a
Market Research	9,184	1,876	7,308	390%	900	8,284	920%
Promotional Giveaways	3,197	4,500	(1,303)	-29%	0	3,197	n/a
Other Promotions	4,033	35,699	(31,666)	-89%	16,025	(11,993)	-75%
Route Schedules & Informat	37,332	71,940	(34,608)	-48%	59,071	(21,739)	-37%
Training, Travel & Meetings	1,422	2,250	(828)	-37%	30	1,393	4721%
<b>Outside Services Subtotal</b>	<b>\$57,600</b>	<b>\$180,764</b>	<b>(\$123,164)</b>	<b>-68%</b>	<b>\$76,026</b>	<b>(18,426)</b>	<b>-24%</b>
<b>Marketing &amp; Community Relatio</b>	<b>\$202,581</b>	<b>\$485,446</b>	<b>(\$282,865)</b>	<b>-58%</b>	<b>\$283,325</b>	<b>(80,744)</b>	<b>-28%</b>
<b>FARE REVENUE COLLECTION</b>							
<b>Wages &amp; Benefits</b>							
Staff	\$135,985	\$115,160	\$20,825	18%	\$133,524	2,461	2%
FICA	13,133	10,776	2,357	22%	12,127	1,006	8%
Pension	17,240	14,086	3,154	22%	15,938	1,301	8%
Health	56,760	63,823	(7,063)	-11%	51,344	5,417	11%
Sick Pay	9,270	5,140	4,130	80%	3,634	5,636	155%
Vacation Pay	15,494	12,848	2,646	21%	14,975	519	3%
Holiday Pay	5,996	6,168	(172)	-3%	5,892	104	2%
Other Paid Leave	5,892	2,568	3,324	129%	1,508	4,384	291%
Unemployment Insurance	224	238	(14)	-6%	224	(0)	0%
<b>Wages &amp; Benefits Subtotal</b>	<b>\$259,994</b>	<b>\$230,807</b>	<b>\$29,187</b>	<b>13%</b>	<b>\$239,166</b>	<b>20,829</b>	<b>9%</b>
<b>Outside Services</b>							
Fare Processing	\$52,345	\$66,316	(\$13,971)	-21%	\$42,381	9,964	24%
Farebox Parts & Repairs	18,369	37,499	(19,130)	-51%	34,335	(15,966)	-47%
Tickets, Tokens & Transfers	34,496	30,001	4,495	15%	32,546	1,951	6%
<b>Outside Services Subtotal</b>	<b>\$105,211</b>	<b>\$133,816</b>	<b>(\$28,605)</b>	<b>-21%</b>	<b>\$109,263</b>	<b>(4,052)</b>	<b>-4%</b>
<b>Fare Revenue Collection Subtotal</b>	<b>\$365,205</b>	<b>\$364,623</b>	<b>\$582</b>	<b>0%</b>	<b>\$348,428</b>	<b>\$16,777</b>	<b>5%</b>
<b>TOTAL PSNGR ACCOMMODA</b>	<b>\$1,397,404</b>	<b>\$1,857,987</b>	<b>(\$460,583)</b>	<b>-25%</b>	<b>\$1,446,714</b>	<b>(49,309)</b>	<b>-3%</b>

General Overhead Detail							
9 Months Ended March 31, 2025							
	FY 24-25	FY 24-25	Variance		FY 23-24	Variance	
	Actual	Budget	Amt	%	Actual	Amt	%
<b>FINANCE</b>							
Staff	\$353,508	\$355,962	(\$2,454)	-1%	\$339,519	13,989	4%
FICA	30,907	30,707	200	1%	29,460	1,447	5%
Pension	40,581	40,140	441	1%	36,142	4,439	12%
Health	158,688	164,669	(5,981)	-4%	143,410	15,279	11%
Sick Pay	4,723	3,063	1,660	54%	6,665	(1,942)	-29%
Vacation Pay	28,117	22,458	5,659	25%	17,627	10,490	60%
Holiday Pay	18,218	18,386	(168)	-1%	17,511	707	4%
Other Paid Leave	5,141	4,596	545	12%	6,433	(1,292)	-20%
Unemployment Insurance	617	655	(38)	-6%	621	(3)	-1%
Financial Audit Services	55,600	63,890	(8,290)	-13%	43,320	12,280	28%
<i>Finance Subtotal</i>	<u>\$696,102</u>	<u>\$704,526</u>	<u>(\$8,424)</u>	<u>-1%</u>	<u>\$640,709</u>	<u>55,393</u>	<u>9%</u>
<b>PERSONNEL</b>							
Staff	\$164,858	\$91,426	\$73,432	80%	\$113,433	51,425	45%
FICA	14,767	8,919	5,848	66%	10,003	4,764	48%
Pension	11,637	11,660	(23)	0%	8,658	2,979	34%
Health	63,850	78,117	(14,267)	-18%	42,340	21,509	51%
Sick Pay	6,252	2,795	3,457	124%	2,689	3,563	n/a
Vacation Pay	9,120	9,320	(200)	-2%	5,736	3,384	n/a
Holiday Pay	8,619	11,182	(2,563)	-23%	6,287	2,333	37%
Other Paid Leave	5,547	3,728	1,819	49%	3,782	1,765	n/a
Unemployment Insurance	380	304	76	25%	391	(10)	n/a
<i>Personnel Subtotal</i>	<u>\$285,029</u>	<u>\$217,451</u>	<u>\$67,578</u>	<u>31%</u>	<u>\$193,319</u>	<u>91,710</u>	<u>47%</u>
<b>UTILITIES</b>							
Telephone & Data Communic	\$58,534	\$62,989	(\$4,455)	-7%	\$51,878	6,656	13%
Power, Water & Refuse	152,882	163,499	(10,617)	-6%	163,916	(11,034)	-7%
Two-Way Radios	16,894	20,371	(3,477)	-17%	14,453	2,440	17%
<i>Utilities Subtotal</i>	<u>\$228,310</u>	<u>\$246,859</u>	<u>(\$18,549)</u>	<u>-8%</u>	<u>\$230,247</u>	<u>(1,937)</u>	<u>-1%</u>
<b>OPERATING FACILITIES</b>							
<b>Wages &amp; Benefits</b>							
Staff	\$52,571	\$51,846	\$725	1%	\$48,476	4,095	8%
FICA	5,012	4,693	319	7%	4,769	243	5%
Pension	6,558	6,132	426	7%	6,281	278	4%
Health	11,619	12,046	(427)	-4%	10,476	1,143	11%
Sick Pay	2,178	695	1,483	213%	3,055	(877)	n/a
Vacation Pay	7,261	5,786	1,475	26%	7,274	(13)	0%
Holiday Pay	2,759	2,777	(18)	-1%	2,548	212	8%
Other Paid Leave	1,217	695	522	75%	1,455	(238)	-16%
Unemployment Insurance	112	119	(7)	-6%	112	0	n/a
<i>Wages &amp; Benefits Subtotal</i>	<u>\$89,288</u>	<u>\$84,789</u>	<u>\$4,499</u>	<u>5%</u>	<u>\$84,445</u>	<u>4,843</u>	<u>6%</u>

<b>General Overhead Detail</b>							
<b>9 Months Ended March 31, 2025</b>							
	FY 24-25	FY 24-25	Variance		FY 23-24	Variance	
	Actual	Budget	Amt	%	Actual	Amt	%
<i>OPERATING FACILITIES (cont'd)</i>							
Service Vehicles							
Parts & Repairs	\$8,558	\$11,250	(\$2,692)	-24%	\$5,198	3,360	65%
Fuel	27,359	48,749	(21,390)	-44%	36,476	(9,117)	-25%
<b>Service Vehicles Subtotal</b>	<b>\$35,916</b>	<b>\$59,999</b>	<b>(\$24,083)</b>	<b>-40%</b>	<b>\$41,674</b>	<b>(5,758)</b>	<b>-14%</b>
Buildings & Grounds							
Contract Maintenance	\$85,574	\$89,249	(\$3,675)	-4%	\$97,570	(11,996)	-12%
Overpass Site Maintenance	483	7,501	(7,018)	-94%	5,708	(5,225)	-92%
B&G Repairs/Supplies	32,643	63,751	(31,108)	-49%	49,057	(16,415)	-33%
Property Insurance	85,692	89,059	(3,367)	-4%	65,825	19,867	30%
<b>Buildings &amp; Grounds Subtotal</b>	<b>\$204,392</b>	<b>\$249,560</b>	<b>(\$45,168)</b>	<b>-18%</b>	<b>\$218,160</b>	<b>(13,768)</b>	<b>-6%</b>
<b>Operating Facilities Subtotal</b>	<b>\$329,596</b>	<b>\$394,348</b>	<b>(\$64,752)</b>	<b>-16%</b>	<b>\$344,279</b>	<b>(14,683)</b>	<b>-4%</b>
<i>DISTRICT ADMINISTRATION</i>							
Wages & Benefits							
Staff	\$559,386	\$712,669	(\$153,283)	-22%	\$533,422	25,964	5%
FICA	45,250	62,167	(16,917)	-27%	41,825	3,425	8%
Pension	61,220	97,057	(35,837)	-37%	74,985	(13,765)	-18%
Health	127,790	193,344	(65,554)	-34%	102,174	25,616	25%
Sick Pay	2,621	9,951	(7,330)	-74%	5,072	(2,450)	-48%
Vacation Pay	52,455	46,494	5,961	13%	32,770	19,686	60%
Holiday Pay	27,646	36,589	(8,943)	-24%	25,521	2,125	8%
Other Paid Leave	50,961	9,302	41,659	448%	22,652	28,308	125%
Unemployment Insurance	868	1,046	(178)	-17%	624	244	n/a
<b>Wages &amp; Benefits Subtotal</b>	<b>\$928,198</b>	<b>\$1,168,619</b>	<b>(\$240,421)</b>	<b>-21%</b>	<b>\$839,045</b>	<b>\$89,153</b>	
Administrative Services							
Directors Fees	\$4,440	\$8,165	(\$3,725)	-46%	6,274	(1,834)	-29%
Public Officials Insurance	87,208	96,733	(9,525)	-10%	90,451	(3,243)	-4%
Legal Counsel	19,589	56,250	(36,661)	-65%	9,997	9,593	96%
Pension Administration	0	751	(751)	-100%	808	(808)	n/a
Office Equipment Maintenance	441,295	406,304	34,991	9%	349,261	92,034	26%
Interest Expense - GASB96	(3,367)	0	(3,367)	n/a	(677)	(2,690)	n/a
Miscellaneous Services	114,561	98,387	16,174	16%	94,719	19,842	21%
Office & Computer Supplies	42,632	45,000	(2,368)	-5%	23,158	19,474	84%
Dues & Subscriptions	36,088	39,713	(3,625)	-9%	41,257	(5,169)	-13%
Conferences & Training	14,239	14,999	(760)	-5%	19,299	(5,060)	-26%
Employee Relations	42,303	47,040	(4,737)	-10%	35,392	6,911	20%
Retiree Health Insurance	64,982	67,476	(2,494)	-4%	64,480	502	1%
Mandated Fees & Permits	26,429	31,703	(5,274)	-17%	25,040	1,388	6%
Miscellaneous Expenses	13,017	11,250	1,767	16%	6,895	6,122	89%
Bad Debt Expense	0	1,876	(1,876)	-100%	0	0	n/a
COVID-19 Expenses	625	187,501	(186,876)	-100%	3,033	(2,408)	-79%
Subscription Amortization Ex	54,275	0	54,275	542746800%	44,008	10,267	n/a
<b>Administrative Services Subtotal</b>	<b>\$958,317</b>	<b>\$1,113,148</b>	<b>(\$154,831)</b>	<b>-14%</b>	<b>\$813,396</b>	<b>\$144,920</b>	<b>18%</b>
<b>District Administration Subtotal</b>	<b>\$1,886,515</b>	<b>\$2,281,767</b>	<b>(\$395,252)</b>	<b>-17%</b>	<b>\$1,652,441</b>	<b>\$234,074</b>	<b>14%</b>
<b>TOTAL GENERAL OVERHEAD</b>	<b>\$3,425,552</b>	<b>\$3,844,951</b>	<b>(\$419,399)</b>	<b>-11%</b>	<b>\$3,060,995</b>	<b>\$364,557</b>	<b>12%</b>





**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #: 9**

**TYPE:** ACTION ITEM

**PREPARED BY:** HUMAN RESOURCES AND RISK MANAGER DAVID SERRANO

**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA

**SUBJECT:** **COMMERCIAL PROPERTY INSURANCE RENEWAL**

**RECOMMENDATION:**

Staff recommends that the Board of Directors authorize MTD staff to bind coverage and renew Property insurance with AGCS Marine Insurance Company, effective May 24, 2025, through May 24, 2026, in the amount not to exceed \$47,952.

**DISCUSSION:**

The Commercial Property Insurance provides Blanket Building coverage of \$17,317,049 with \$25,000 deductible, Blanket Business Personal Property coverage of \$2,171,400 with \$25,000 deductible, Electronic Data Processing (EDP) coverage \$120,000 with a \$2,500 deductible and Business Income coverage of \$850,000 with a 48 hour Waiting Period. Total Insured Values (TIVs) are \$20,338,449

MTD’s insurance broker, Brown and Brown, conducted a marketing survey, approaching multiple markets. For Property, only AGCS Marine Insurance Company submitted price quote under favorable terms. For this renewal, the property rate is flat at \$0.23. However, Total Insured Values (TIV) at all of MTD’s properties, including recent improvements and updates to T2, resulting in increasing the overall TIVs for the 2025 renewal policy.

Coverage fully insures the 550 Olive Street property, Transit Center, and T2, including building, business personal property, EDP, and business income.

**FINANCIAL INFORMATION:**

	2025-26 Renewal	2024-25 Prior Year	2023-24 Prior Year	2022-23 Prior Year
Commercial:	\$47,952	\$45,035	\$39,845	\$16,431





**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #:** 10

**TYPE:** ACTION ITEM

**PREPARED BY:** HUMAN RESOURCES AND RISK MANAGER DAVID SERRANO

**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA

**SUBJECT:** **EXCESS WORKERS' COMPENSATION INSURANCE RENEWAL**

**RECOMMENDATION:**

Staff recommends that the Board of Directors authorize renewal of Excess Workers' Compensation insurance (EWC) with current coverage through Public Risk Innovation, Solutions, and Management (PRISM) with a Self-Insured Retention (SIR) of \$250,000, for the deposit premium in the amount not to exceed \$246,000 effective July 1, 2025 - July 1, 2026.

**DISCUSSION:**

The EWC premium projection is based on MTD's estimated FY 2025/26 payroll within the Low Safety category pool rating group City/other ("Group"), plus loss rate data through fiscal year end 6/30/2024. Additionally, overall payroll contributes to cost escalation, as several workers compensation benefits are based upon employee wages. Consequently, as payroll increases (filing of vacancies), premiums increase in subsequent renewal years.

**BUDGET/FINANCIAL:**

Fiscal Year	25-26	24-25	23-24	22-23
Renewal Premium	\$246,000	\$206,293	\$190,767	\$162,481

Pool Rating Group: The rating methodology for the Public Entity (PE) rating group is split into two separate actuarially rated groups, "High Safety" and "Low Safety", based on the percent of overall payroll that is safety payroll. The Low Safety group rates continue to offer MTD better premium positioning than if in High Safety. The District's workers' compensation X-mod factor remains well within the low safety category, thus helping to keep premiums on the lower end.





**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #:** 11

**TYPE:** ACTION ITEM

**PREPARED BY:** HUMAN RESOURCES AND RISK MANAGER DAVID SERRANO

**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA

**SUBJECT:** **STAFF EMPLOYEE HANDBOOK UPDATE FOR EMPLOYEES NOT REPRESENTED BY A COLLECTIVE BARGAINING AGREEMENT**

**RECOMMENDATION:**

Staff recommends that the Board of Directors approve amendments and updates (discussed below) to the Staff Employee Handbook (“Handbook”), specific to four areas pertaining to personnel rules and regulations, for compliance with federal and state laws.

**DISCUSSION:**

The recommended amendments and updates are:

1. Meal and Rest Period: Add the following language:  
*Each workday, full-time non-exempt and exempt employees are provided with an opportunity to take a 60-minute unpaid meal period. With approval by the department manager, the unpaid meal period may be reduced to 30-minutes, and the total workday hours adjusted accordingly. Absent a specific request from your immediate supervisor, you are not expected to, nor should you, work through your meal period. If, for some reason, you are unable to take your meal period, you must notify your supervisor.*

*Non-exempt employees are entitled to a ten (10) minute rest period for every four (4) hours of work or major fraction thereof. The rest period should be taken as close to the middle of each four (4) hour period as possible. All ten (10) minutes of the rest break must be taken at one time -- i.e., employees may not accumulate a number of shorter rest periods or use them to compensate for late arrivals or early departures. Since rest periods are paid time, employees must not be absent from their workstations beyond the allotted rest period time. No supervisor may ask or require the employee to give up their rest period.*

*If an employee is denied a meal or rest period, it is their responsibility to report it immediately to Human Resources.*

2. Work Schedules: Add the following language:  
*The 9/80 work schedule allow full-time employees to work 80 hours over nine days instead of ten days, with one regular day off every other week (commonly a Friday or Monday).*

## BOARD OF DIRECTORS REPORT

*Most days are nine hours long, with one eight-hour day in a two-week cycle. MTD practices a modified workweek. The official workweek starts four (4) hours into the eight (8) hour workday that falls on the same day of the week as the employee regular day off (but in the week they do work that day) and ends seven (7) days later at the same time. This split ensures each workweek totals not more than 40 hours.*

3. Bereavement Leave: Delete any language regarding “five consecutive days” leave, and amend to reflect: *...five (5) work days off with pay for bereavement leave completed within three months of the death of the family member (as defined).*

Additionally, add “Domestic Partner” to the list of covered family members as defined under State law.

4. Overtime: Delete the language providing overtime pay for hours worked in excess of 8 hours per day, and follow the Fair Labor Standards Act (FLSA) provision of payment of overtime hours at a rate of at least one and one-half times an employee’s regular rate of pay, for hours worked in excess of 40 hours in the FLSA work week.

From time to time, the District reviews and amends its Staff Employee Handbook, and periodically laws change that require changes or amendments to the Handbook. The District will undertake a more formal review and presentation to the Board of an updated Handbook at a future date. In the meanwhile, there are changes for immediate attention.

Meal and Rest Period is outlined in the current Handbook following California State law applicable to private-sector employers. However, those sections of the Labor Code generally do not apply to California Special Districts (unless explicitly stated in the legislative language). In conjunction with the finalizing of the transition to the ADP payroll system, it is prudent to update the current Handbook, and adopt a revised policy regarding Meal and Rest Period for District Staff employees (those employees not represented by a Collective Bargaining Agreement). Staff employees henceforth subject to this Handbook will comply with FLSA standards for designated meal breaks, and the District will not be subject to late or missed meal penalty assessments.

The District asserts its work period, albeit under the title as work schedules. The work period is required under FLSA. Further, the District also offers flex schedules, including options for a 9/80 work period. Under FLSA, the current work schedule (FLSA work period) requires a minor modification – an addition – to properly allow Flex and 9/80 work period, and limit exposure to overtime pay for staff. The recommended language, indicated above, added to our existing Staff Handbook will suffice as generally giving notice to employees under the FLSA of the different work period in relation to Flex or 9/80 scheduling. Further, the overtime provision requires similar amendment to reflect overtime pay for work in excess of 40 hours in the workweek (to allow flex schedules and alternative 9/80 schedules).

With respect to bereavement leave, the Board previously approved up to five days of consecutive leave, with pay, for Staff employees. However, AB 1949 (2022) changed state law, and the current standard for compliance is up to five (5) days taken within three months of the death of the family member (Government Code §12945.7). Please note the difference is that five days need not be consecutive, and requiring consecutive dates violates current state law. Additionally, the list of covered family members in the Handbook omits “Domestic Partner”. Under state law, a Domestic Partner is covered by bereavement leave, and consequently, the District amends its list of covered family members to include, “Domestic Partner.”

## BOARD OF DIRECTORS REPORT

This review and resulting recommendations are consistent with our mission, and consistent in our objective for Workforce Recruitment and Retention.







<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #:** 12

**TYPE:** ACTION ITEM

**PREPARED BY:** HUMAN RESOURCES AND RISK MANAGER DAVID SERRANO

**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA

**SUBJECT:** AB 2561 VACANCY RATE REPORTING: ANNUAL REPORT

**RECOMMENDATION:**

Staff recommends that the Board hold a public hearing in accordance with AB 2561 (2023-2024) and accept and file the staffing/vacancy report.

**DISCUSSION:**

The State Legislature passed and Governor Newsom signed AB 2561 (chaptered at California Government Code §3502.3), effective January 1, 2025, requiring public agency employers to hold a public hearing to present the status of filled/vacant positions within the agency, and if vacancy rate meets or exceeds 20% the total number of authorized full-time Union represented positions, the agency is required to make additional reporting requirements. Further, the Legislative Bill authorized the recognized bargaining unit to be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The District, in response to AB 2561, conducted a review of the total staffing and vacancy rates, using the FY 24/25 budget, and using staffing/vacancy rates occurring during the FY 24/25 year (with our “snap-shot” effective on April 1, 2025).

Group	Description	FY24/25 Actual	FY24/25 Vacancy	FY24/25 Vacancy Rate
Non-Represented	Staff	40	3	7.5%
Bargaining Unit 1	Bus Operators	132	9	7%
Bargaining Unit 2	Supervisors	9	1	11%
Bargaining Unit 3	Mechanics (F/T = 14), Utility (F/T= 4), and Service (P/T = 7 @ 0.75) = 5.25 FTE	23.25	1.5	6%
Total:		204.25	14.5	7.1%

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Please note: the Mechanics, Utility, and Service employees are within one bargaining unit, and counted as a whole. As shown above, no work unit/bargaining unit meets or exceeds the 20% vacancy threshold established in AB 2561.

The Board is required to hold a public hearing prior to the adoption of the annual or bi-annual Fiscal Year Budget. This item will be brought back to the Board annually or bi-annually as required.



**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #:** 13  
**TYPE:** ACTION ITEM  
**PREPARED BY:** PLANNING AND MARKETING MANAGER HILLARY BLACKERBY  
**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA  
**SUBJECT:** SERVICE PLAN FOR FY 2025-26

**RECOMMENDATION:**

Staff recommends that the Board of Directors receive a presentation on the draft final service plan for FY 2025-26, and approve the proposed service level for FY 2025-26 of 180,787 revenue hours. The service plan serves as the Program of Projects (POP) for the estimated MTD FFY 2026 Section 5307 funding.

**DISCUSSION:**

**Community Outreach and Feedback**

On March 18, 2025, staff presented the FY 2025-26 draft service plan to the Board of Directors. In the month of April, Planning staff held 3 in-person service change meetings (Carpinteria, Santa Barbara, and Goleta) and one virtual service change webinar to receive feedback on the proposed August 2025 service changes. In addition to these MTD meetings, Planning and Marketing Manager Hillary Blackerby presented to a meeting of the Isla Vista Community Services District Board of Directors. Throughout the month of April, there was also an online survey that explained the proposed changes and requested feedback from the public. The bilingual survey received responses from 73 individuals with positive support for the proposed service change and impending microtransit service, and in-person feedback was similar.

In addition to information about the Line 24x trip and The Wave microtransit service, staff presented details about the upcoming fare change and the Tap2Ride contactless payment program.

**Summary of Recommended Changes for August 2025**

**Line 24x Additional Trip**

In April 2022, in an effort to improve system reliability due to a major dip in bus operators, significant cuts were made to service across the system. Many of those reduced service levels persist to this day, including on Line 24x (UCSB Express). This route is consistently a top

## BOARD OF DIRECTORS REPORT

performer in ridership, and was the 3<sup>rd</sup> highest line by ridership in FY 23-24, carrying 433,429 passengers. It also consistently ranks in the top 5 of lines by passengers per hour. In the years since students, staff, and faculty have returned to the UCSB campus following the COVID-19 pandemic lockdown, the public has consistently requested at least one additional inbound trip from UCSB right after the 5:00 p.m. hour. This would accommodate large loads heading back to Downtown Santa Barbara. Currently, the schedule has a departure from North Hall at 4:21 p.m. and 5:31 p.m., with nothing in between. As many employees finish work at 5:00 p.m. and have a short walk to the bus stop, staff believes that adding an additional weekday inbound trip from North Hall around 5:10 p.m. would be very welcome and would help satisfy the demand that exists. This additional trip amounts to 158 revenue hours a year.

Feedback on the online survey included notes from several people who said that this additional trip would be what makes taking the bus to work at UCSB feasible for them.

### **Launch of Microtransit**

As planned for many years, MTD was working to launch a microtransit pilot in a portion of Goleta and Isla Vista. Microtransit is a flexible, on-demand, curb-to-curb public transportation service provided within a specified zone for a flat fare and operated with vans instead of transit buses.

As of Thursday, April 24<sup>th</sup>, The Wave began service to the general public. Rides are available on Tuesday through Saturday between 10:00 a.m. and 6:00 p.m., and can be booked via the TransLoc smartphone app or by calling the Transit Center at 805-963-3366. Additional details on the service can be found at [sbmtd.gov/thewave](http://sbmtd.gov/thewave)

### **Downtown-Waterfront Shuttle**

The Downtown-Waterfront Shuttle in Santa Barbara will return again for temporary summer service, similar to what ran in summer 2024. This service will operate Friday through Sunday, from 10:00 a.m. to 6:00 p.m. and begins May 30, 2025. Service will run until Labor Day Monday, September 1<sup>st</sup>. A temporary rerouting near the Santa Barbara Zoo is necessary due to impending work on Dwight Murphy Park and the surrounding streets.

The Santa Barbara City Council recently approved funding for various interim State Street and Downtown items, one of which was funding for summer service on the Downtown-Waterfront Shuttle. MTD staff is working on a draft agreement with the City to renew the relationship on this important mobility component in the area.

### **Terminal 2 Interim Operations**

Later in 2025, interim operations with a limited number of buses will commence at MTD's Terminal 2 facility in Goleta thanks to the completion of Phase 1 of construction. Planning staff is working with Operations and Maintenance to work up a plan to originate a number of runs out of Terminal 2. While the public will not notice these differences, it does mean big changes for our internal operations.

### **Recommended Service Levels and Revenue Hours**

With the start of The Wave and the return of the Downtown-Waterfront Shuttle, the changes currently under consideration would bring the service level to approximately 180,787 hours.

**BOARD OF DIRECTORS REPORT**

In addition to a small amount of revenue hours required to add the 24x trip, staff is proposing the carryover of the FY 2024-25 budgeted amount of revenue hours for the microtransit service to the 25-26 year. The budgeted funds for that service come from Low-Carbon Transit Operations Program (LCTOP) grant funds from the State of California. The revenue hours shown for the shuttle below are those that fall within FY 25-26.

<b>Lines</b>	<b>Purpose of Changes</b>	<b>Additional Revenue Hours</b>
<b>Line 24x additional trip</b>	Adding one inbound trip in PM peak	158
<b>The Wave Microtransit- Goleta</b>	New LCTOP funded service	4,976*
<b>Downtown-Waterfront Shuttle</b>	Temporary LCTOP/City funded service, Summer 2025 only	703*
<b>Total</b>		<b>5,837</b>

\*Budgeted in prior year as well

Staff recommends moving forward with the added inbound weekday trip on Line 24x (UCSB Express), to begin on August 18, 2025.





<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** MAY 6, 2025 **AGENDA ITEM #:** 14

**TYPE:** ACTION ITEM

**PREPARED BY:** CLERK OF THE BOARD/EXECUTIVE ASSISTANT STEVE MAAS

**REVIEWED BY:** GENERAL MANAGER JERRY ESTRADA

**SUBJECT:** IDENTIFICATION OF DESIGNATED REPRESENTATIVES FOR  
UPCOMING LABOR NEGOTIATIONS WITH ALL BARGAINING UNITS

**RECOMMENDATION:**

Staff recommends that the Board of Directors designate General Manager Jerry Estrada and Chief Operating Officer/AGM Mary Gregg as the Designated Representatives for upcoming labor negotiations.

**DISCUSSION:**

California Government Code §54957.6 requires that the legislative body of a local agency (such as MTD) shall hold an open and public session in which it identifies its designated representatives for labor negotiations prior to holding a closed session on that topic. If approved, this agenda item will fulfill that requirement.





To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: May 6, 2025  
Subject: General Manager's Report

### *Operations & Fleet Maintenance*

MTD's Chief Safety Officer participated in the Transit Mutual Assistance Compact (TransMAC) Tabletop Exercise held virtually on April 22nd. TransMAC is a California statewide agreement between member transportation providers to provide Mutual Assistance to each other in the form of personnel, services, and equipment as deemed necessary or advisable in an emergency or for other needs. The aim of the agreement is to ensure that member agencies are better prepared to respond collaboratively to emergencies, minimizing disruptions to transit services and supporting public safety and community resilience. This encompasses not just emergency situations, but also large-scale planned events (i.e., World Cup 2026, Superbowl 2027, and Olympics 2028). MTD became a member in 2024. There are approximately thirty members throughout nine counties in the mostly central to Southern California regions, including members local to our area, Santa Barbara County Association of Governments (SBCAG), Gold Coast Transit District (GCTD), and Ventura County Transportation Commission (VCTC). The specific objectives at this recent exercise were to: Enhance participants' understanding of the TransMAC Agreement, including its purpose, activation criteria, and operational procedures; Examine best practices for interagency coordination, communication, and decision-making during TransMAC activation; and discuss effective strategies for prioritizing and management transit resources during multi-agency emergency responses under a TransMAC activation.

The Operations Training Department continues with our newest Operators in Training, who are all at different spots in their training schedules. Congratulations to Alberto Torres, who passed his behind the wheel DMV testing this past week. He can now go out with senior Operators, and transport passengers within our system. Rigo Alvarado, Vance Harris and Bryan Solis are still preparing for their DMV tests.

Bidding will commence this coming Monday for our next service change that starts June 16th. Operators will bid for work, in seniority order. This Summer service change is typically our shortest bid, and will end on August 17th.

Release of the Invitation for Bid (IFB) for MTD's Haley Canopy Zero Emission Vehicle (ZEV) Infrastructure Improvements Project was postponed and is now anticipated to occur on May 7. The reason for the delay in releasing the IFB was to add paint and new gutters to the scope. A detailed review of the existing paint and metal roof members at the Haley & Salsipuedes canopies and Fuel Island revealed rust and early signs of corrosion. As such, to ensure the preceding structures are adequately protected from the elements they will be repainted and new gutters and downspouts will be installed.

MTD's application to Southern California Edison's (SCE) Charge Ready Transport (CRT) Program for electrical infrastructure at Terminal 2 has advanced to the next stage in the review process, the site assessment. During the site assessment, SCE personnel will review Terminal 2 with Staff and MTD design representatives to determine feasibility of the proposed scope of work. MTD is requesting funding and support through CRT for a single 4,000A service and deployment of 10 DC fast charger (DCFC) ports and associated electrical infrastructure. Details from the site assessment will help SCE evaluate whether MTD's requested project meets CRT funding guidelines. If so, SCE will then make a determination on whether to support MTD's proposed project.

The three gasoline-powered Ford Transit passenger vans in the second of three separate orders with A-Z Bus Sales have arrived to Terminal 1. The three vans are undergoing MTD's routine onboarding process and will be made available for revenue service as soon as that process is complete. The new vans are part of the fleet that serves MTD's microtransit service.

### *Planning & Marketing*

The Wave microtransit service has officially started service to the public as of April 24 in Goleta and Isla Vista. Marketing staff are conducting outreach to locations within the service zone and with partner organizations to spread the word of the service launch.

Staff participated in the Earth Day Festival on April 26 and 27, and exhibited an all-electric New Flyer bus in the Green Car Show area. Despite occasional rain, it was a successful weekend of community outreach.

### *Finance & Administration*

The Information Technologies department is preparing for the sunset of Windows 10, phasing out hardware that is not operationally or security compliant by end of the calendar year. Firewalls are being updated for Fiber Optics. Terminal 2 installations of computers and security systems are under way, now that the Fiber Optics connections have been made operable between sites. Ticket Vending Machines are requiring the updating of Cradle Points for internet connectivity.

Procurement is completing the Solicitation to go to bid in May for the Haley Street Canopy Project. Additionally, the Worker's Compensation Administration Contract will go to Solicitation in May as well. Contract Options have been exercised for the Other Post-Employment Benefits (OPEB) annual valuation and the Financial/Single Audit for FY25.

Finance and Accounting Staff have completed the 3rd Quarter Interim Financial Statements which will be presented at the meeting, as well as all quarterly tax filings and Local Government Compensation Report for 2024. The Draft FY 2025-26 Capital and Operating Budgets are being updated for presentation in June.

Grants Management and Compliance completed all March 31, 2025, quarterly grant reports.